# E-LEARNING SQL ACCOUNTING & BILLING

## *Course Objectives*

*This SQL Computerised Accounting and Billing programme is specially designed to equip participants with computer-based SQL Accounting and Billing skills for examination or career advancement purposes. Participants do not need to have prior knowledge of Bookkeeping to undertake this programme.*

Course Contents
1       SQL Account Modules

2       Getting Started SQL Account System
        2.1     How to set Financial Period & System Conversion Date
        2.2     Setting of Company Profile

3       Master Data Creation
        3.1     General Ledger (Maintain Chart of Account)
                3.1.1   Creating a New Account
                3.1.2   Creating a Sub Account
        3.2     Maintain Customer
                3.2.1   General (Maintenance)
        3.3     Maintain Supplier
        3.4     Maintain Stock Group
        3.5     Maintain Stock Item

4       Sales & Purchase
        4.1     Purchase Invoice
        4.2     Sales Invoice
                4.2.1   Show double entry
        4.3     Sales Cash Sales
        4.4     Sales Credit Note

5       Customer & Supplier
        5.1     Customer Invoice
        5.2     Customer Payment
                5.2.1   Local Bank Payment
                5.2.2   Bounced Cheque
        5.3     Customer Credit Note

6       General Ledger
        6.1     Opening Balance
                6.1.1   General Ledger
                6.1.2   Customer and Supplier
                6.1.3   Stock Value
                6.1.4   Bank Reconciliation
        6.2     Journal Entry
        6.3     Cash Book Entry

7       Inventory
        7.1     Stock Received

8       Reports
        8.1     General Ledger Report
                8.1.1   Balance Sheet
                8.1.2   Profit & Loss Statement
                8.1.3   Trial Balance
                8.1.4   Ledger Report
        8.2     Customer Report
                8.2.1   Customer Aging
                8.2.2   Customer Statement
                8.2.3   Customer Due Document Listing
                8.2.4   Customer Analysis by Document
        8.3     Sales Report
                8.3.1   Sales Document Listing
        8.4     Inventory Report
                8.4.1   Stock Card

## Trainer's Profile

Madam Heng Ai Nee is a fellow member of the Association of Chartered Certified Accountant (FCCA) and she is a Chartered Accountant of the Malaysia Institute of Accountant [CA (M)] since year 2005. Madam Heng has over ten years of experiences in auditing, financial accounting and training.

## Who should attend

Accounts Assistant, Accounts Clerk, Accounts Executives, Inventory Clerk, Purchasing Clerk, Sales Clerk, Accountant, Director, Financial Controller

## Learning Outcome

Upon completion of this course, trainee will be able to:

1.  Maintain accounts code and ledger.
2.  Update daily transactions into Cash Book, Purchases, Sales, Sales Return, Purchases Return and General Journal into Accounting System.
3.  Process accounts payable and receivable.
4.  Process cheques for payments and issuing receipts upon collection.
5.  Handling of sales and purchase related matters and inventory control.
6.  Close accounts at month end and year end.
7.  Perform bank reconciliation.

8. Prepare financial and management reports such as Income Statement, Trial Balance, Balance Sheet, Statement of Account, Debtors and Creditors Aging Report and SST Report etc.

## Contact

ATC Training Centre Sdn Bhd (My Co ID 1075807-P)

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