



# E-LEARNING MILLION ACCOUNTING COURSE

## ***COURSE OBJECTIVES***

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

## ***COURSE CONTENTS***

### **1. New Company and GL Entry**

- Set up company profile
- Create chart of accounts
- Debtor and creditor file maintenance
- Maintain batches
- Differentiate between single and fast entry
- Print chat of account, general ledger, trading & profit & loss account
- Learn to backup
- Edit chat of account
- Search, edit, delete a transaction

### **2. AR and AP entry**

- Maintain Company profile
  - Set the Accounting Year
- Debtor/Creditor
  - Maintain Debtor/Creditor accounts
  - B/F Transactions
  - Sales Invoice/Purchase Invoice
  - Receive Payment/Pay Bills
  - Knock-off Bills

### 3. Cash Book Entry and Bank Reconciliation

- Cash book entry
  - Payment/Receipts
- Bank Reconciliation Statement

### 4. Stock value maintenance

- Maintain closing stock value

### 5. Reporting

- View Report
  - Debtor Statement/Aging Report/Payment Due
  - Profit & Loss
  - Balance Sheet
  - Trial Balance
- Year End Processing

#### *Who should attend*

Accounts Assistant, Accounts Clerk, Accounts Executives, 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. Close accounts at month end and year end.
6. Perform bank reconciliation.
7. Prepare financial and management reports such as Income Statement, Trial Balance, Balance Sheet, Statement of Account, Debtors and Creditors Aging Report etc.

#### **Contact**

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