

MIA WEBINAR SERIES

Sharpening Practical Accounting Skills to Handle Full Set of Accounts

This programme seeks to help all accounting personnel to increase their effectiveness in their daily accounting work.

24 & 25 May 2023 (Wednesday & Thursday), 9.00 am – 5.00 pm



Sharpening Practical Accounting Skills to Handle Full Set of Accounts

Accounting has always been recognised as a key function in any organisation. It provides the basis for information reports to be generated from these accounting records to help managers make more informed and effective decisions to increase organisational performance.

With the re-introduction of SST, the accounting transactions of registered manufacturers and service tax registered persons would have this SST element and therefore their reporting to Customs need to be treated with care. All non-SST registered organisations need to know that SST on imported services also applies to them, and they would need to file returns to Customs.

This practical accounting skills training incorporates essential SST accounting matters such as coding and mapping forms which will greatly assist in performing duties from daily accounting work to the filing of returns.

OBJECTIVES

This programme seeks to help you:

- Understand the key concepts and importance of the day-to-day accounting activity requirements
- Enhance capability on SST Accounting treatment and periodical filing of SST return
- Learn the calculations and uses of ratio analysis and interpretation of financial statements
- Merge the acquired accounting skills for a more effective communication and collaboration with other disciplines

METHODOLOGY

A highly interactive learning session with trainer/speaker-led facilitation, live Q&As, quick polls/surveys, self-assessment quizzes and participant's feedback on learning outcome achievement.

NOTE: A calculator is required for this programme.

WHO SHOULD ATTEND

- Fresh Accountants and Accounting Graduates
- Junior Accounts Executives and Accounts Supervisors
- Accounts and Administrative Assistants
- Book Keepers and Accounts Clerks

SPEAKER/TRAINER

TAN KOK TEE

Kok Tee has over 43 years' experience in financial, strategic and management. He has held a variety of leadership and senior management roles, the last being Group Chief Executive Officer. Over half of this time was spent in the manufacturing, marketing & distribution, and services organisations. Kok Tee He has been involved in training and facilitation since 2009 and has conducted over 400 workshops to more than 15,000 executives in Accounting, Internal Control, GST and SST for clients that include government authorities, GLCs, Chambers of Commerce, banks, professional bodies, and other training providers.

He is a Fellow member of the Association of International Accountants, UK; Member of the Institute of Public Accountants, Australia; Associate Member of the Chartered Tax Institute of Malaysia; and Member of the Malaysian Association of Company Secretaries. He holds an MBA in Finance from Charles Sturt University, Australia and is a Gold Mastery Holder in Reinventing Strategic Planning and Management from the Haines Centre for Strategic Management, sponsored by University of San Diego, USA. He is also a Certified Trainer with PMSB's Train the Trainer Certificate and a life member with the Malaysian Institute of Directors.



Participants are required to bring their own calculators.

Sharpening Practical Accounting Skills to Handle Full Set of Accounts

PROGRAMME OUTLINE

DAY 1

8.30 am – 9.00 am	Participants login to join the webinar	1.00 pm – 3.00 pm	SESSION 3 <ul style="list-style-type: none"> • Double Entry Accounting Systems <ul style="list-style-type: none"> > Roles and rules of double entry accounting system > Chart of accounts: Mother rule of all postings > Various books of account <ul style="list-style-type: none"> – Gen. Ledger, Purchase Ledger, Sales Ledger, Journals, Cash books, Petty Cash Book, Fixed Assets Register, etc. > Accounting double entries for assets, liabilities, revenue, expenditure and capital > Double entries for non-current (fixed) assets disposals > Journal entries for correction of errors > Double entries for deemed supply treatment for sales and service tax under: <ul style="list-style-type: none"> – Payback of sales tax exemptions given earlier – Free goods and services – Service tax for imported taxable services – Claiming service tax refund of digital tax incurred for resales – Bad debt recovery – Upon deregistration of taxable service provider – Withholding tax payment > Calculation and double entries for right of use assets and its double entries > Double entries on hire purchase and its interest calculation of the single effective interest rate
9.00 am – 10.30 am	SESSION 1 <ul style="list-style-type: none"> • Purpose of Accounting <ul style="list-style-type: none"> > What is accounting, book-keeping, transactions and an account? > Accounting concepts, cycles and equations > Matching concepts in timing and operational control > Accounting standards in use > Main groupings of accounts > Users and benefits of accounting information 	3.00 pm – 5.00 pm	SESSION 4 <ul style="list-style-type: none"> • Month End Closing Adjustments <ul style="list-style-type: none"> > Journal double entries for monthly adjustments such as prepayments, accruals and provisions for expenses and assets depreciation and amortisations > Provisions for bad and doubtful debts, provision for stock obsolesces and provision (impairments) > Extraction of trial balance and financial statements for financial performance analysis: <ul style="list-style-type: none"> – Statement of Income (Profit and Loss Account) – Statement of Financial Position (Balance Sheet) – Statement of Cash flow > Cost of sales calculation
10.30 am – 12.00 pm	SESSION 2 <ul style="list-style-type: none"> • Familiarisation of Daily Key Accounting Terms <ul style="list-style-type: none"> > Grouping of accounts > Distinction, with examples, between: <ul style="list-style-type: none"> – Revenue and capital expenditure – Non-current and current assets – Non-current liabilities and current liabilities > The real meaning of Property, Plant and Equipment > Definition of intangible assets and when it can arise > What is biological asset? > What is right of use asset? > Depreciation, amortisation of non-current (fixed) and intangible assets > Asset impairment • Daily Transactions Processing <ul style="list-style-type: none"> > Transaction processing framework > Transactional documentation processing for sales, purchase, and sales and purchase returns <ul style="list-style-type: none"> – Document matching – What document to match? – Checking and approving – Account coding, posting and follow-up trail 	5.00 pm	End of Day 1
12.00 pm – 1.00 pm	Break		

NOTE: The order of topics to be covered may be revised at the trainer/speaker's discretion.

Sharpening Practical Accounting Skills to Handle Full Set of Accounts

PROGRAMME OUTLINE

DAY 2

8.30 am – 9.00 am	Participants login to join the webinar	12.00 pm – 1.00 pm	Break
9.00 am – 10.30 am	SESSION 1 <ul style="list-style-type: none"> • Bank Reconciliation and Petty Cash Control System <ul style="list-style-type: none"> > Accounts that need to reconcile <ul style="list-style-type: none"> – Every bank account – Every intercompany and related companies' account – Major creditors' account > Methods and Processes of preparing of bank reconciliation statement <ul style="list-style-type: none"> – Identify the difference between your record of their accounts and their record of your accounts (their statement of account) – Investigate the cause of the difference and then: <ul style="list-style-type: none"> * Adjust your records (books of account) * Inform the other party to correct their account if it is their mistake > Bank Reconciliation <ul style="list-style-type: none"> – Work out the adjusted cash book balance first – Then reconcile the difference – Starting point: can be from adjusted cash book balance or from bank statement balance > Petty Cash Control <ul style="list-style-type: none"> – Imprest System management – Payment policy and procedures – Record maintenance – Reimbursement management – Posting to General Ledger – Fraud and abuse control 	1.00 pm – 3.00 pm	SESSION 3 <ul style="list-style-type: none"> • Evaluation of Business Performance from Financial Statements <ul style="list-style-type: none"> > Application of accounting ratios: <ul style="list-style-type: none"> – Profitability (returns on sales, assets invested, equity, investments) – Liquidity – Actual meaning of over trading and its calculation – Efficiencies – Stability > Application of various cash ratios > Limitation on the usage or ratios
10.30 am – 12.00 pm	SESSION 2 <ul style="list-style-type: none"> • Preparation and Understanding of Financial Statements <ul style="list-style-type: none"> > Minimum information to be shown in the Financial Statement <ul style="list-style-type: none"> – Statement of Profit and Loss <ul style="list-style-type: none"> * Expense classification, by function or by nature * How to identify by a layman – Other Comprehensive Income – Statement of Financial Position <ul style="list-style-type: none"> * Presentation: Current and non-current * Treatment of major repair or part change * What is biological asset * What is right of use assets (RUA) under MFRS 16 * What is deferred tax – Statement of Cash Flow <ul style="list-style-type: none"> * Presentation: Direct or indirect * How to identify * Breakdown into from operating, investing and financing activities – Statement of Change in Equity > Various qualitative information that need to be shown in the financial statement > Understand the different audit opinions 	3.00 pm – 5.00 pm	SESSION 4 <ul style="list-style-type: none"> • Budgetary Control: Variance Analysis Between Actual and Budget <ul style="list-style-type: none"> > Detailed sales variance analysis matrix <ul style="list-style-type: none"> – Price – Volume: mixed and quantity > Detailed operating expenses analysis matrix > Manufacturing material variance analysis <ul style="list-style-type: none"> – Usage and price – Mix and yield > Production labour variance analysis <ul style="list-style-type: none"> – Hour usage – Rate – Idle time > Overhead variance analysis <ul style="list-style-type: none"> – Usage – Absorption > Variance analysis contribution to business performance > Factors that give rise to variances
		5.00 pm	End of Webinar

NOTE: The order of topics to be covered may be revised at the trainer/speaker's discretion.

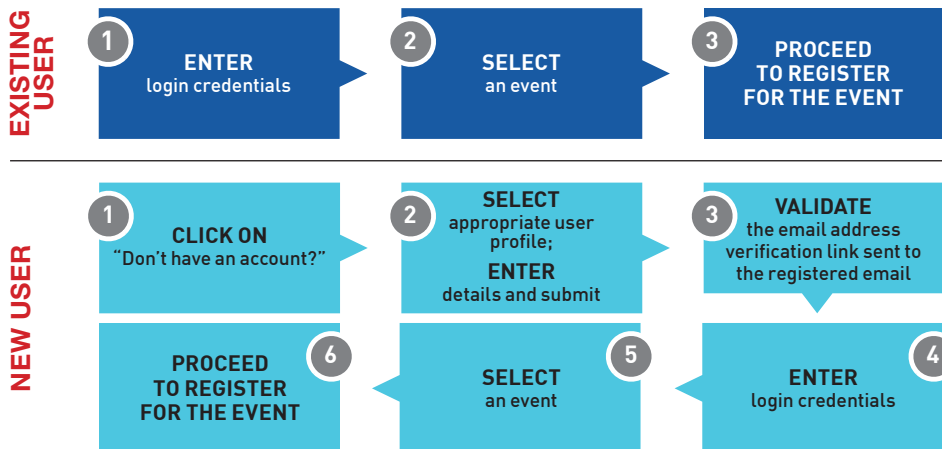
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With immediate effect, enrolment for all CPE programmes will be

STRICTLY VIA ONLINE REGISTRATION ONLY

REGISTRATION PROCESS

- To view more events and download the full brochure, please visit: pd.mia.org.my
- Search and select the event
- Click 'Register' to experience the new system by continuing with the respective steps below:



For any assistance, please call (8.45am-5.30pm, Monday-Friday)

MIA Help Desk @ 603-2722 9000

TERMS & CONDITIONS FOR WEBINARS

WEBINAR FEE

- Fee is payable to MALAYSIAN INSTITUTE OF ACCOUNTANTS
- For selected webinars, the fee includes e-materials.
- Individual Registration:** Full payment shall be made at the point of online registration.
- Corporate Registration:** Full payment shall be made within thirty (30) days from the date of the invoice or 1 day before the webinar, whichever earlier.
- Access to join the webinar shall be granted only upon full payment as per the above requirement.

WEBINAR ACCESS LINK

- The Access Link will be emailed at least 24-hours before the commencement of the webinar.
- The Access Link is unique and should not be forwarded/shared with others.

PAYMENT MODE

- Payment must be made through the **electronic channels i.e. online payment via the MIA member service portal and electronic fund transfer (EFT)**.
- Payment by **cash and cheque is NOT ACCEPTABLE** effective from 1 January 2022.

HRD CORP (FOR CLAIMABLE EVENTS ONLY)

- MIA is an approved Training Provider registered under 'Institut Akautan Malaysia' (MyCoID: 631967).

Employer's Obligations

- To ensure grant approval is obtained prior to event registration and to provide the Grant ID notification upon event registration.
- To make full payment to MIA as per the issued Invoice within 14 working days upon receipt of MIA's notification in the event the approved training fee is cancelled by HRDC due to non-compliance on the part of the participant or his/her employer or any valid reasons stipulated by HRDC.
- To settle the balance payment to MIA within 14 working days upon receipt of MIA's notification in the event only partial claim is approved by HRDC. MIA will provide copy of the original invoice and will not issue a new invoice for the balance amount.
- If employer has made payment prior to grant approval, a refund will be made to employer subject to reimbursement received from HRDC. Refund will be made upon receipt of duly completed employer's EFT Form.
- To provide required information and/or documents after completion of event for the purpose of HRDC Claim within 7 working days upon receipt of MIA's notification.

CANCELLATION

Should the participant decide to cancel his/her enrolment, a cancellation policy shall be applied as follows:

- For written cancellation received with minimum seven (7) days' notice from the date of the webinar, no penalties will be imposed and full refund will be made to participants who have paid.
- For written cancellation received less than seven (7) days from the date of the webinar, an administrative charge of 20% of the registration fee will be imposed. Unpaid registrations will also be liable for a 20% administrative charge.
- No refunds will be made for written cancellations received on the day of the webinar or for participants who failed to join the webinar. Unpaid registrations will also be liable for full payment of the registration fee.
- Replacing registered participants is not allowed.
- Paid registration that is cancelled can opt to transfer the paid amount to future event(s) after deducting any applicable administrative charges.
- The transfer request to future event(s) should be confirmed by Corporate/Individual within three (3) days after cancellation otherwise the cancellation will be confirmed with refund action. Transfer request will not be entertained after the refund is processed.
- Corporate/Individual is required to top-up the balance amount if the amount to be transferred to the future event is insufficient.

- Any excess amount after transfer will be refunded to the Corporate/Individual's bank account as provided in the EFT form.
- Corporate/Individual is required to provide the EFT form each time when a refund is requested.

PARTICIPANT'S CLASSIFICATION AND INFORMATION

Category: Corporate/Individual

- Please select the participant classification carefully as it determines the fee payable. No alteration will be allowed upon registration.
- The information on Corporate/Individual provided shall be deemed true and correct. No alteration will be allowed upon registration.

METHODOLOGY, CERTIFICATE OF ATTENDANCE AND CPE CREDIT HOURS

- Live Q&As, quick polls/surveys will be carried out throughout the webinar.
- For selected webinars, pre and/or post course materials will be shared with participants.
- Self-assessment quizzes at the beginning as well as at end of the webinar will be given to enable participants to self-evaluate themselves on their learning performance and level of understanding of the programme content.
- Participants will be issued with an e-certificate of attendance and awarded CPE credit hours upon strict compliance of the following terms:**
 - Remain logged in at least 80% of the time allocated for the webinar,
 - Submit the post-course evaluation on learning outcome within 3 days after the completion of the webinar (late submission of the post-course evaluation will not be entertained).
- CPE credit hours will be credited into the MIA Member Services Portal within 14 days of the webinar for participants who have complied with all terms and conditions stipulated herein.
- Listening to pre-recorded webinar and/or reading from past webinar e-material shall not qualify as structured CPE credit hours.

COPYRIGHT

The materials of the webinar shall not be disclosed or used in any manner, either wholly or partially against any other parties and/or used in any manner, either wholly or partially as a defence by you and/or any other parties under any circumstances. The participants are therefore prohibited from reproducing any materials of this programme. All copyright and/or intellectual property rights in any relevant materials produced in this Programme will remain with the party who produced such materials. MIA disclaims responsibility for the materials of this programme. Neither the MIA, its Council or any of its Boards or Committees nor its staff shall be responsible or liable for any claims, losses, damages, costs or expenses arising in any way out of or in connection with any persons relying upon the materials provided during the webinar.

DATA PROTECTION

Information given by the participants to MIA is true, accurate and to the best of their knowledge. The participants have read and agreed with the Privacy Notice as stated on MIA's official website and therefore, allow MIA to collect, process, store and use the participants' data other than what is provided under the Personal Data Protection Act 2010.

EXCLUSION OF LIABILITY

This webinar shall not constitute an endorsement of the speaker(s) by MIA and MIA shall not be liable for whatsoever circumstances arising from any engagement between the speaker(s) and the webinar's participants.

DISCLAIMER

Malaysian Institute of Accountants (MIA) reserves the right to change the speaker(s), date(s), time(s) and to cancel the webinar should circumstances beyond its control arise. MIA shall not be responsible for any costs, damages or losses incurred by the participant due to the changes and/or cancellation. MIA also reserves the right to make alternative arrangements without prior notice should it be necessary to do so. Upon registering, you are deemed to have read and accepted the terms and conditions herein.

WEBINAR FEES

Member/Member Firm	RM 800
Non-member	RM 1,000

Preferred Payment: Pay with MIA-CIMB Affinity Credit Card.

WEBINAR DETAILS & REGISTRATION

24 & 25 May 2023 (Wednesday & Thursday)

Session 1	: 9.00 am – 10.30 am
Session 2	: 10.30 am – 12.00 pm
Session 3	: 1.00 pm – 3.00 pm
Session 4	: 3.00 pm – 5.00 pm

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