



Basic Bookkeeping for Construction Companies

Enhancing Your Effectiveness In Book-Keeping

CIDB

www.zohlgroup.com

COURSE CODE: NT-FI-01

LEVEL: Basic

LANGUAGE: Bahasa & English

OVERVIEW

Numbers! Numbers! Numbers! Wherever you go, you are bound to see them. On addresses, license plates, phones, prices, and of course, money! Numbers connect us all to each other in many more ways than we might imagine. Essentially, our world revolves around numbers.

Some of us enjoy dealing with numbers while others may have a fear of them, or even a phobia. For those of you who have already recognized and appreciate the impact that numbers actually have on just about everything, you deserve a cookie. Welcome to Basic Bookkeeping!

OBJECTIVES

At the end of the program, participants should be able to:

- Understand the purpose of accounting.
- Comprehend the ways accounting events are measured, recorded and reported.
- Comprehend the rules of double entry system.
- Comprehend the propose and classification of accounts
- Understand the guidelines on how to prepare the full set of accounts

COURSE OUTCOME

- Learn to recognize and use basic accounting terminology
- Understand the differences between cash & accrual accounting methods
- Become familiar with accounts payable & receivable
- Learn how to use a journal and general ledger to document business financials
- Be comfortable reading and analyzing the balance sheet
- Learn to identify different types of financial statements
- Understand the reasons for a budget, and how to create one
- Gain a knowledge of internal & external auditing

COURSE DURATION

2 days (9am—5pm)

Tea Breaks: 10:30am & 3:30pm | Lunch: 1:00pm-2:00pm

Note: Please contact our office for Training Date or visit our website for details (www.zohlgroup.com)

METHODOLOGY

This program will be conducted with:

- Interactive Lecturers | PowerPoint presentation
- Discussions | Practical Exercise | Role Play | Case Study

TARGET AUDIENCE

New accounting staff, accounts clerks, secretaries, office administrators, non-financial executives, payroll clerks, as well as those who wish to obtain a good understanding on book-keeping skills and the preparation of full set of accounts.

LOCATION

Mindset Discovery Center™@ZOHL, Bandar Sri Damansara, Kuala Lumpur or Client's Preferred Location or selected venue in the Region(s)

COURSE CONTENT

WHAT IS BOOK-KEEPING?

- Accounting Process
- Role in today's business
- The Accounting Equation
- Transaction Analysis

THE RECORDING PROCESS USING DOUBLE ENTRY SYSTEM

- Assets
- Liabilities
- Capital
- Revenue
- Expenses
- Extracting Trial Balance

PREPARATION OF FINANCIAL STATEMENTS

- The Trading Account
- The Profit & Loss Account
- The Balance Sheet

BOOKS OF ORIGINAL ENTRY / JOURNALS

- Cash Book
- Sales & Purchases Journal
- Returns Journal
- The General Journal

POSTING TO LEDGER

- The Creditors Ledger
- The Debtors Ledger
- The General Ledger

PETTY CASH, BANK RECONCILIATION STATEMENTS & ADJUSTMENTS AT FINANCIAL YEAR END

- Cash versus Accrual Accounting
- Matching Principle / Accrued Expenses
- Prepayments
- Unearned Revenue
- Bad Debts & Provision for Doubtful Debts
- Recording in Ledger
- Impact on Financial Statements

ACCOUNTING FOR TANGIBLE FIXED ASSETS

- Historical Cost Concept
- Depreciation Calculation & Recording
- Gain or Loss on Sale
- Recording in Ledger
- Impact on Financial Statements

PREPARATION OF FINANCIAL STATEMENTS WITH ADJUSTMENTS FOR LIMITED COMPANY

- Limited Company Background
- The Trading Account
- The Profit & Loss Account

Customized In-House Training Program is available in the following areas:

Administrative Skills | Career Development | Human Resources | Personal Development | Sales & Marketing | Leadership & Management | Workplace Essentials | Entrepreneurship | Soft Skills | HSE | Engineering | Telecoms | IT

CALL US FOR DETAILS or VISIT OUR WEBSITE AT WWW.ZOHLGROUP.COM



Sebarang pertanyaan sila hubungi Cik Niesa

ZOHL Consultancy Sdn Bhd (332967-D)(SST ID: W10-1810-32000429)

M2-15-02, Level 15, 8trium Tower 2, Jalan Cempaka SD 12/5

Bandar Sri Damansara, 52200 Kuala Lumpur

T: 03.6279.9276 F: 03.6279.0663 HP: 013.398.1038 E: plbk@zohlgroup.com



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COURSE FEE

Peninsular Malaysia

- **With Green Card: RM530.00** per person incl. 6% SST
- **Without Green Card: RM636.00** per person incl. 6% SST

Sabah & Sarawak

- **With Green Card: RM636.00** per person incl. 6% SST
- **Without Green Card: RM742.00** per person incl. 6% SST

(Fee inclusive of Course Material, Attendance Certificate, and Meals)

CERTIFICATE

Participants will be issued a Certificate of Attendance/ Accomplishment upon successful completion of this training program. Full attendance is a pre-requisite.

CIDB CCD Points

Requested: 20 (for CIDB-Registered Companies)

REGISTRATION METHOD

1. **Online:** http://zohlgroupp.com/cidb_registration/ **OR**
2. Download this brochure at: <http://zohlgroupp.com/cidb-brochures/> and fill up the required information. Then please fax to: 03.6279.0663
3. Or contact our office at: 03.6279 9276 / 013.398.1038

FACILITATOR

Norani Bt Hj Mohd Nor - Chartered Accountant | Member of Malaysian Institute of Accountant (MIA) (Member No: CA39610). She graduated from UUM in 1995 with a degree in Accounting. She has extensive experience in Accounting and Financial Management spanning over 20 years.



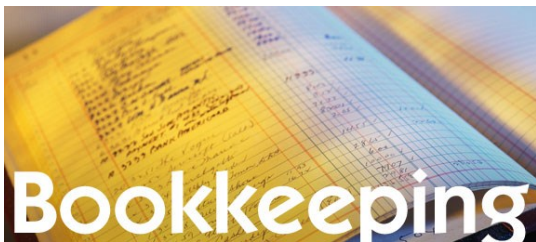
She has experience in providing training services to entrepreneurs and various clients including:

- MARA Wilayah (PUSMA)
- MARA Selangor - Sepang
- FAMA - Kuala Lumpur
- Institut Keusahawanan Negara (Insken)
- Maktab Koperasi Malaysia (MKM) – Petaling Jaya
- Jabatan Pertanian Klang
- SME Corporation Malaysia – Yayasan Inovasi Malaysia

Some of the courses she conducted include:

- Bookkeeping for Small Business
- Cash Flow Management
- Bookkeeping and Costing for Small Business
- Costing and Pricing Methodology
- Financial Management for Entrepreneurs

*Note: Trainer availability is subject to change



REGISTRATION FORM

Participant : _____

Position : _____

IC No: _____

Note: please duplicate this page for multiple participants' registrations

Green Card No: _____ (only if it is applicable)

CIDB Grade G : _____ (only if it is applicable)

Training Date: _____

Training Venue: _____

Organization: _____

Address: _____

Contact Person: _____

Position: _____

Tel: _____

Fax: _____

Email: _____

Company Website: _____

PAYMENT

CASH: RM _____ **OR**

CHEQUE No: _____

Please fax your bank-in slip to 03.6279.0663 or scan your bank-in slip and email to plbk@zohlgroupp.com

*Please make your cheque payable to:

ZOHL Consultancy Sdn Bhd



Account No:
514392303373

Signature & Company Stamp

Note:

- Date & venue of seminar subject to changes
- Payment must be made 7 days before the training date
- Registration cancelled 7 days prior to the event is subject to RM100 service charge per participant
- No refunds for notice received less than 7 days prior to the event. A substitution may be made at any time at no extra charge.
- Program content may change subject to revision by our consultants from time to time.
- Full fee is required with your registration. 5% Group discount is available - min 3 pax.

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