BASIC ACCOUNTING FOR SMEs/ (1st phase)

Course Description:

New business owners are often tempted to do their own bookkeeping. The advantage of the "do-it-yourself" approach is that you're in full control of your finances and have no problem protecting your privacy. Many new owners count on a spouse or business partner to perform the daily entries. This course primarily will concentrate on related topics such as Introduction to Accounting, Accounting books, Double Entry System, Petty Cash Book and Impress System.

Contents:

- Who should do your account
- What do I have to learn about account
- Your accounting needs
- Definition of accounting
- Systematic accounting entry
- Recording transaction in accounting book system

Duration:

2 days

Fees:

RM350