

Malaysia Basic & GST Accounting Training



Chartered Accountants Since 1974



An Intensive Autocount Training for SME Business Owner & Accountants

Topics included:-

Basic Autocount Functions

- GST Input / Output tax concept
- Account Book & General Setting
- G/L Account
- Stock Maintainance
- Creditor Maintainance / Supplier Record
- Debtor Maintainance / Customer Record
- GST setup and options
- Tax Code Default Setting
- Cash Book Entry & Journal Entry
- Purchase & Sales Transaction
 - Tax Invoice
 - CN
 - Payment
 - Cash Purchase / Cash Sales
 - Rounding adjustment / GST Adjustment

GST Accounting Training

- **GST Preparations**
 - ✓ Configure Malaysia Tax Code
 - ✓ Tax Code Mapping and Chart of Account
- **How to handle the Special Accounting GST Transaction by using accounting software**
 - ✓ Bad debt relief
 - ✓ Bad debt recovery
 - ✓ Unpaid Supplier's invoice more than 6 months
 - ✓ Apply GST on Advance Payment
 - ✓ Apply GST on outstanding Delivery Order more than 21 days
 - ✓ Imported Goods
 - ✓ Imported Services (Payment to Overseas Persons)
 - ✓ Gift Rules
- **How to handle GST Submission on monthly and quarterly basis**
 - ✓ GST Summary Sheet
 - ✓ GST Tax Code Report
 - ✓ GST-03 Return

-The organizer reserve the right to change the course contents without prior notice-

Date:

English: 10 June 2015 (Wednesday)

Mandarin: 18 June 2015 (Thursday)

Time: 9.00 am - 6.00 pm
(Registration starts at 8.30 am)

Venue: YYC Training Centre,
63-2, Jalan Radin Tengah,
Bandar Baru Seri Petaling,
57000 Kuala Lumpur.



Course Fee

RM530.00 per pax

RM424.00 per pax (2 persons&above)
(inclusive 6% GST)

Course Materials provided in soft copy

Payment Detail:

YYC GST Consultants Sdn. Bhd.

Account Number: PBB 3186-91-8324

Selected Date:

Registration Form

Name: 1) _____ H/P No: _____ Email: _____

2) _____ H/P No: _____ Email: _____

Company Name: _____

Office No: _____ Fax No: _____

Company Address: _____

TERMS & CONDITIONS Full payment shall be made before commencement of the workshop. Admittance may be denied upon failure to make full payment as required. YYC reserves the right to change the speaker, date and to cancel the workshop should circumstances beyond its control arises. YYC also reserves the right to make alternative arrangement without prior notice should it be necessary to do so. Upon signing the registration form, you are deemed to have read and accepted the terms & conditions. ENQUIRIES Wenjing 019-7055576 wenjing@yyc.my Fax: 603-9226 0504