


# FULL SET ACCOUNTS MASTERY

IN THE E-INVOICE ERA

 **Date:** 15th & 16th April 2026

 **Time:** 9.00am to 5.00pm

 **Venue:** Armada Hotel,  
Petaling Jaya, Selangor



## Introduction

The rise of electronic invoicing (e-invoicing) has transformed how businesses manage transactions, taxes, and financial reporting. While automation has streamlined billing and compliance, accounting has become even more critical—not less.

## Course Objectives

By the end of this course, you will be able to:

- Ensure Real-Time Financial Accuracy
- Awareness on vital documents for records keeping
- Understand the logic of double entries in accounting and application
- Recording of business transactions, recognition of revenue and expenses, assets, liabilities and equity
- Understand the accounts classification, types of expenditure and tax implications
- Improvement on the accounting internal control
- Application of e-invoice in accounting and the implication on tax
- Component of Statement of profit or loss and review of business performance
- Component of statement of financial position and interpretation for decision making
- Preparation of cashflow statement
- Preparation of budget and effective cost control

### Course Fee:

**Normal Price**

**Early Bird Promo** (register before 10<sup>th</sup> April 2026)

**If you come with a colleague or bring a friend**

**RM 2,288.00/pax**

**RM 1,788.00/ pax**

**RM1,588.00/pax**

**HRDCorp Claimable Course**

*\*\*Price includes Speaker Notes, Attendance e-Certificate, Tea Breaks and Lunch*



# Full Set Accounts Mastery in the E-Invoice Era

## Course outline

### Day 1

#### 9.00am – 10.00am

##### Module 1: Real-Time Financial Accuracy

- What is Real-Time Financial
- Importance of Real-Time Financial Accuracy

#### 10.00am – 11.00am

##### Module 2: Accounting fundamentals

- Introduction to the fundamentals of accounting and concepts, i.e. accruals, prudence, matching, depreciation and etc
- Business model for decision making, i.e. Types of Financial statements
- Understand the methodologies of double entry

#### 11.00am – 12.00pm

##### Module 3: Recording of business transaction

- Types of documents and usage, ensuring completeness of supporting documents for accounting transactions
- Recognition of assets & liabilities, share capital, revenue & expenses
- Understand types of expenditures, proper classifications of expenditures and tax implication to business

#### 1.00pm – 2.00pm

##### Module 4: Accounts Receivables

- Types of accounts receivable: trade and non-trade
- Varies type of accounts receivables reports and purpose of usage
- Application of accounts receivables turnover and the calculation
- Accounting for Bad and Doubtful Debt Provision
  - Circumstances bad debts are written off
  - Provision for doubtful debts
  - Tax requirements

#### 2.00pm – 3.00pm

##### Module 5: Accounts Payable

- Types of accounts payables: trade and non-trade
- Varies type of accounts payables reports and purpose of usage
- Application of accounts payables turnover and the calculation
- Effective payment management

#### 3.00pm – 4.00pm

##### Module 6: Accounting for property, plant & equipment

- Recognition of property, plant & equipment
- Estimating the useful life of assets
- Accounting for assets under finance lease
- Method in computing depreciation charge and its accounting entries
- Disposal of asset and its accounting entries

#### 4.00pm – 5.00pm

##### Module 7: Improvement on accounting internal control

##### Application of Standard Operating Procedures (SOP)

- Payment approval procedures on trade suppliers, non-trade suppliers, ad hoc urgent payment, staff claims
- Purchase request procedures
- Inventories receiving and disposal procedures
- Acquisition and disposal of property, plant & equipment procedures
- Preparation of reconciliation reports

# Full Set Accounts Mastery in the E-Invoice Era

## Day 2

**9.00am – 10.30am**

Module 1: e-Invoicing

- Understanding of e-Invoice concept
- Compliance and regulations of e-Invoice
- Application of e-Invoice in accounting
  - Types of e-Invoice and application
  - Consolidated e-Invoice
  - Self-billed e-Invoice
- Tax implication of e-Invoice

**10.30am – 12.00pm**

Module 2: Statement of profit or loss and review of business performance

- Components of Statements of profit or loss
- Using financial data (ratio) to evaluate business performance
  - Gross profit margin
  - Operating profit margin
  - Net profit margin
  - Expenditure over revenue recovery ratio
  - Earnings per share

**1.00pm – 2.30pm**

Module 3: Component of Statement of financial position and interpretation for decision makings

- Components of Statements of financial position
- Using financial data (ratio) to interpret Statement of financial position
  - Liquidity ratios
  - Leverage Financial ratios
  - Efficiency ratios
  - Profitability ratios
  - Market value ratios

**2.30pm – 3.30pm**

Module 4: Cash flow statement

- Categories of components in cash flow statement
- Preparation of cash flow statement

**3.30pm – 5.00pm**

Module 5: Budgeting

- What are the key principles for preparation of budgeting
- Basis and assumption applicable in the preparation of budgeting
- Usage of budgeting for effecting cost control

## *Main Trainer: Wong Seong Yee, Sharon*



She has more than 20 years of experience in the field of Finance, Accounting and Taxation. She started work in a medium size audit firm. Thereafter, she held various senior finance positions with MNCs and public listed company, including Ann Joo Resources Berhad and Panasonic Manufacturing. She had vast experience in manufacturing, trading and retail industry. She also had vast experience in preparing and reviewing management reports, budget, forecast and cash flow management. She also involved in transfer pricing preparation as well as corporate taxation matters. She had given many accounting and taxation training to her previous accounting teams to update their accounting and tax knowledge and improve technical skills.

She had conducted various public trainings on basic GST, finance and accounting subjects. With the practical experience he gained from the advisory works in GST and SST, she shared those valuable practical experiences with her participants and alerts them on the possible trap they might fall into.

*SHARON WONG*, is a member of Malaysian Institute of Accountant (“MIA”) and Association of Chartered Certified Accountants (“ACCA”). She has completed the GST tax agent course conducted by Customs. She is a HRDCorp certified trainer and a speaker for GST public talks and in-house training courses. She has more than 16 years of experience in the field of Finance, Accounting and Taxation.

HRDCorp Registered Company

(If Yes, please tick)



**Workshop Title:** Full Set Accounts Mastery in the e-Invoice Era  
**Date & Time:** 15<sup>th</sup> & 16<sup>th</sup> April 2026, Wednesday & Thursday  
**Venue & Time:** Armada Hotel, Petaling Jaya, Selangor (9.00AM – 5.00PM)

Course Fee	No. of participants	Total Fees
Normal Fee	RM2,288.00/pax	
Early Bird Rate ( <u>Register before 10/4/2026</u> )	RM1,788.00/pax	
If you bring a friend or colleague	RM1,588.00/pax	
Total	pax	RM

#### DETAIL

Company Name: \_\_\_\_\_ Industry: \_\_\_\_\_

Contact person: \_\_\_\_\_ Company Tel: \_\_\_\_\_

Company Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

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2. Full Name : \_\_\_\_\_ Designation \_\_\_\_\_

3. Full Name : \_\_\_\_\_ Designation \_\_\_\_\_

(In the event of additional participants kindly fill up another registration form)

#### PAYMENT METHOD

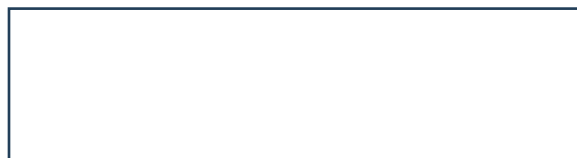
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Claiming via HRDCorp Claimable Course SBL Khas Levy

Cheque should be crossed and made payable to **YOUNG TITANS ENTERPRISE**. Payments can be deposited into our account - **MBB: 512754-555 259**. A copy of the bank-in slip should be scanned and emailed to [seminar.young.titans@gmail.com](mailto:seminar.young.titans@gmail.com).

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Should you have any further enquiries, please do not hesitate to contact us.

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- Contact: **Mr Teoh**
- Address: Petaling Jaya, Selangor

Contact No: **011- 1057 3088**