

ACCOUNTING SKILLS & E-INVOICING FOR ACCOUNTS CLERKS & ASSISTANTS

HRD Corp
Claimable
Courses

(Programme No: 10001628827)

12 & 13 January 2026, Mon – Tues | 9.00 am – 5.00 pm | Armada Hotel, PJ

INTRODUCTION

In the era of computerized accounting and e-Invoicing, many accounting staff work within narrowly defined roles like payables, receivables, or payroll, often missing out on how their tasks connect to the bigger financial picture.

We will take you beyond your current role and equip you with end-to-end understanding. Plus, with Malaysia's e-Invoicing mandate that started on 1 August 2024, this training is critical to ensure seamless tax compliance, faster collections, and maximum allowable claims.

OBJECTIVES

- ✓ Understand core accounting concepts and processes
- ✓ Sharpen your skills in recording transactions and preparing reports
- ✓ See how your role fuels accurate financial statements
- ✓ Communicate clearly with supervisors and management
- ✓ Become the e-Invoicing expert your company needs
- ✓ Grasp how financial data supports decision-making
- ✓ Analyze financial statements for strengths, weaknesses & trends
- ✓ Understand and manage cash flow and working capital like a pro
- ✓ Gain budgeting skills to support strategic planning

TARGET PARTICIPANT

- Accounts Clerks & Assistants
- Costing Clerks
- New Accounting personnel
- Anyone who wants to level-up their accounting knowledge!

METHODOLOGY

Interactive lectures, discussion, case study & exercises

NOTE: SIMPLE CALCULATOR REQUIRED

OUTLINES

MODULE 1

Getting Started with Accounting

- What is Accounting and Why it Matters
- The Accounting Equation
- Transaction Analysis
- Introduction to Financial Statements
- **Hands-on Activity**

MODULE 2

Mastering the Double Entry System

- Debtors, Creditors & General Ledger
- Assets, Liabilities, Revenue, Expenses & Capital
- Journal Entries & Posting
- Trial Balance & the Foundation of Financial Statements
- **Practice Session: Recording with Double Entry System**

MODULE 3

E-Invoicing Demystified

- What is e-Invoicing & Why Now?
- Types of e-Invoices & When They are Required
- E-Invoicing Workflow & Digital Certificates
- LHDN Validation Process (Step-by-Step)
- Breakdown of the 51 Key Fields
- Special Topics:
 - B2C & Consolidated e-Invoices
 - Self-Billed Invoices
 - Employment Benefits & Staff Claims
- **Simulation: Create & Review a Real e-Invoice**

MODULE 4

End-of-Period Adjustments & Asset Accounting

- Cash vs Accrual: What is the Difference?
- Accruals, Prepayments, and the Matching Principle
- Bad Debts, Depreciation, Gains/Losses & Impairments
- **Activity: Adjustments with Real-World Impact**

MODULE 5

Financial Statements with Adjustments

- Preparing an Adjusted Income Statement & Balance Sheet
- **Activity: From Raw Data to Financial Statements**

MODULE 6

Financial Statement Analysis

- Profitability, Liquidity, Efficiency & Gearing Ratios
- Interpreting Trends to Make Business Decisions
- **Case Study: Decode a Company's Financial Health**

MODULE 7

Cash Flow & Working Capital Mastery

- The Operating & Cash Conversion Cycles
- Working Capital Components: AR & AP
- Evaluating Short-Term Financing Options
- **Activity: Improve Your Company's Cash Position**

MODULE 8

Budgeting for the Real World

- The Budgeting Process from Sales to Cash
- Sales, Materials, Labor, Overheads & Income Budgets
- Creating a Cash Budget
- **Activity: Build a Mini Budget from Scratch**

TRAINER PROFILE

GERALD PERIES received his Master of Business Administration and Bachelor of Science Degree in Finance from Southern Illinois University, U.S.A.

Gerald has over 20 years' experience in training and lecturing for various business organisations and private colleges & universities. His areas of expertise are in Finance and Accounting.

Gerald combines a wide range of practical and hands-on training experience in a challenging and interactive environment.

At present he regularly conducts training programs on Handling Full Set of Accounts/Book-Keeping Skills, Enhancing Your Accounting Skills, Cash Flow Management, Practical Budgeting Skills, Finance for Non-Finance Managers and Project Cost management & Decision Making.

He is also actively involved in lecturing on several M.B.A. and Degree programmes affiliated with Binary University.

Prior to this, he served as a Finance Manager for a large engineering company for several years where he was responsible for making investment, costing, financing and working capital decisions.

His specific duties among others were as follows:

Evaluating the viability of long-term projects and making appropriate recommendations to the board of directors.; Costing for Projects and preparing quotations; Sourcing for appropriate financing upon approval of projects; Preparing the budgets for projects, ensuring compliance and investigating any deviations; Reviewing management accounting information with other departments and making presentations to the board of directors and Managing the day to day running of the finance department.

He is also a certified trainer with PSMB (Perbadanan Sumber Manusia Berhad)

PARTICIPATING FEE (HRD Corp Claimable Courses)

REGISTER NOW → RM1, 944 per person for 2 days

Fee inclusive of Tea-breaks, Lunch, Course Notes, Certificate of Participation and 8% SST

For registration:

1. Please email us a copy of your registration form;
2. (HRD Corp Registered Employer) Please apply via HRDF e-TRiS for HRD Corp Claimable Courses scheme before training date (subject to approval); **Training fee claiming = RM1,944 per person**; and
3. (HRD Corp Registered Employer) Upon training completion, please fill up form **PSMB/SBL-Khas/JD/14** and return it to us immediately. The delay in returning the form will result in delay of the employer's submission of claims.

ORGANIZER (MyCoID: 791613A)

Malaysian Export Academy Sdn Bhd
No. 47B, Jalan BP 7/2,
Bandar Bukit Puchong,
47120 Puchong, Selangor
Tel: 019-3109496
Fax: 03 8066 6152
Contact Person: Faruq
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REGISTRATION FORM

(Email: faruqrazi.mexa@gmail.com)

Name	Designation	Handphone no.
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

Company/Organization: _____

Nature of Business: _____

Address: _____

Telephone: _____ Fax: _____

Email: _____ Contact Person: _____

Is your company registered with the Human Resource Development Corporation (HRD Corp)?

Yes No (please tick)

Is your company a Small and Medium Enterprise (SME)?

Yes No (please tick)

Participating Fee (HRD Corp Claimable Courses)

RM1, 944.00 per person for 2 days

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Payment / Terms & Conditions

Kindly make bank transfer payment to **Account No: 800 221 0777 of CIMB Bank**, payable to **Malaysian Export Academy Sdn Bhd**. Please email to us the bank transfer slip and registration form as proof of payment.

Any cancellation within one (1) week before the event is not refundable.

The management has the right to change the time / date of the event with notice to be given in advance.