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Mastering Management Accounting and Management Accounting Reports

Training Fees : MYR750 per person

Date : **13rd March 2020 (Friday)**

Time : **09:30am ~ 17:30pm**

Venue : **Avenue Business Centre, Phileo Damansara 1**



SW PROJECT CONSULTING SDN BHD (1001320-A)

Course Leader:

Tan Kok Tee

MBA-Finance, FAIA, MIPA, AAFA, MCCS, ACTIM, CICA



Tan Kok Tee has 40 years of working experience in accounts & financial, strategic and general management field. He has held a variety of leadership and senior management roles in various organizations, starting in the Accounts & Finance Department until CFO level and the last being Group Chief Executive Officer. More than half of these times are spent in the Manufacturing, Marketing & Distribution and Services organizations. Kok Tee has been involved in training and facilitation since 2009 and has conducted over 350 workshops. He is a Certified Trainer with PMSB's Train the Trainer Certificate. He is a Fellow member of the Association of International Accountants, UK; Member of the Institute of Public Accountants, Aust.; Certified Commercial Accountant, (M); Member of the Chartered Tax Institute of Malaysia; Member of the Malaysia Associations of Company Secretaries

This training provides participants with the ability to produce management accounting reports that enables the management to make informed and effective decisions. Management accounting is able to identify the areas that are having operating problems, weaknesses and areas of inefficiencies. The training also provides participants on how to merge financial accounting information with other non-accounting information together into effective management reports. Other business managers that are not accounting personnel will benefit by understanding accounting language and terms.



Every business organization is in need of information to assess how well have they achieved their objectives and vision. Accounting Information provides such language to assist them in the form of reports to assist them to make daily operational and long-range strategic decisions. Management Accounting, a branch of Accounting, produces such information for different managers within the organization in different ways and formats as per their requirements to make better decisions and create organizational value.



Who Should Attend:

- Financial Controllers / Accountants
- Accounts Executives & Accounts Supervisors
- Departmental / Operational Managers
- Financial Consultants and Analysts
- All other persons who are involved in and/or interested to enhance their management accounting and reporting skills to support their business operations

Participants are also required to work together in pairs and groups to have hands on exercises. Calculator is required.



Learning Outcomes:

At the end of this program, the participants shall gain knowledge on the following:

- Understand fundamental accounting, reports and adjustments
- Understand the importance of management accounting
- Practical exercise to assist participants to master management accounting
- Using management accounting approach to identify weaknesses and areas of inefficiencies

- ◆ SST Training
- ◆ Essential Excel Skills for Accountants
- ◆ Mind Mapping at Work Place
- ◆ Project Management
- ◆ Forensic Investigation and Fraud Detection
- ◆ Finance and Management Accounting
- ◆ Chinese Metaphysics

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Training Approach:

- Tutorial
- Group Discussion
- Practical Exercise
- Q&A Session



Content:

- Understand financial accounting statement and reports
- Month-end adjustment such as accrual and prepayment
- Month-end adjustment such as stock obsolesces provision and doubtful debt provision
- Year-end adjustments
- Presentation of its performance trend
- Variance Analysis
- Management commentaries



Syllabus:

Morning

Understanding Financial Accounting Statements and Reports

- ❖ Manufacturing Account - (If you are a factory)
- ❖ Statement of Financial Position- Balance Sheet
- ❖ Statement of Total Comprehensive Income
 - Statement of Profit & Loss
 - Statement of Other Comprehensive Income
- ❖ Statement of Cash Flow and its preparation basis
 - Direct vs Indirect Method
 - Understand why the various adjustment in the statement
- ❖ Cash Derivation
 - From operation, Investing and Financing Activities

Review to ensure all month and year-end adjustments are made

- Accruals, provisions and prepayments calculations and postings
- Depreciation, Amortization and Impairments
- Bad and Doubtful Debt Adjustments
- Stock obsolesces provisions

Relevant hands on exercise along the way



ThinkBuzan

License Instructor

Certified Professional Trainer

HRDF Malaysia Training Provider (No.4847)



Afternoon

Understand Management Accounting

- ❖ Translating the standard Financial Accounting Statement into reader friendly management information reporting format for decision makings
- ❖ Application of Moving Annual Totals and Presentation of its performance trend on:
 - Profitability
 - Liquidity
 - Operating Efficiencies
 - Organizational Stability

Variance Analysis

Management commentaries

- Co-relation of Economic and Market Conditions to company business
- Seasonal Factors that affects the financial performance
- Opportunities and Risk areas and its risk mitigations
- Strategic initiative progress / status such as
 - Revenue and Income Growth Prospective
 - Business Process Improvement
 - Working Capital Improvement
 - Human Capital Development
 - Cost Down Initiatives, etc

Relevant hands on exercise along the way

- ◆ SST Training
- ◆ Essential Excel Skills for Accountants
- ◆ Mind Mapping at Work Place
- ◆ Project Management
- ◆ Forensic Investigation and Fraud Detection
- ◆ Finance and Management Accounting
- ◆ Chinese Metaphysics



MANAGEMENT ACCOUNTING



Training Registration Form

Please complete this form and send to e-mail address below for training registration. The administrator will liaise with you to confirm the training details and payment options.

SW Project Consulting Sdn Bhd

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 • For Attention: Stanley Wong
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Management Accounting Training

Web: www.swpc.com.my
www.swprojectconsulting.com.my

Payment Options:
 Cheque; Online and Giro Transfer

Training Type
 Course name
 Course Code
 Target Date
 Venue
 Price

Public Training		
Mastering Management Accounting and Management Accounting Reports		
MAR200313SWP		
<input type="checkbox"/> Mar 13 rd , 2020 (Friday)	<input type="checkbox"/>	
Avenue Business Centre, Phileo Damansara 1		
MYR750 per delegate (Training manual, lunch and certificate of attendance)		



Delegate's Particulars

Name
 Job Title
 Organization Name
 Organization Address

City:	State:	Post Code:
Phone:	Fax:	Email:
<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<input type="checkbox"/> Yes	<input type="checkbox"/> No	

Contact Details

Organization Web Site:

Contribution to HRDF:

HRDF SBL Scheme Claim:

HRDF:

Please scan this public training registration form to stanley.wong@swpc.com.my or training@swpc.com.my or seminar@swpc.com.my. SW Project Consulting Sdn Bhd is a HRDF registered training provider (4847). This training program is eligible for HRDF-SBL.

 Name and Date

 Signature and Company Stamp

Terms and Conditions:

- SW Project Consulting Sdn Bhd reserves the right to change the training date and venue based on the required number of quorum with notice given in advance. Kindly make full payment via online.
- Any cancellation or payment made before the event is not refundable. Substitute delegate is allowable.
- Please transfer the payment to Maybank 514196636249 and provide proof of payment.