

Step Up Your Accounting Skills: Handling Full Set Accounts with Ease

23 & 24 June 2026 (Tuesday & Wednesday), 9.00am – 5.00pm
Connexion Conference & Event Centre @ The Vertical, Bangsar South, Kuala Lumpur

22 & 23 July 2026 (Wednesday & Thursday), 9.00am – 5.00pm
Renaissance Johor Bahru Hotel

This programme equips participants with the knowledge and practical skills to understand and apply accounting standards in preparing financial statements for different types of entities, including group accounts. Participants will learn how to analyse and interpret financial statements, evaluate organisational performance through changes in financial position, and strengthen their ability to read accounting reports with confidence.

The programme also introduces essential concepts in corporate financial planning, forecasting, and budgeting, providing practical tools to manage financial resources effectively within an organisation.



Image source: Freepik.com

OBJECTIVES

This programme seeks to help you:

- Understand the process of recording, measuring, recognising, preparing, presenting, and disclosing financial statements
- Apply current practices in corporate financial reporting
- Address key issues in asset valuation and income determination
- Analyse and interpret financial statements effectively
- Use financial disclosures to enhance risk assessment, forecasting, and decision-making

METHODOLOGY

Lectures, discussions, case studies, practical exercises, and Q&A sessions.

WHO SHOULD ATTEND

- Non-Finance/Admin Staff & Secretaries
- Supervisors & Executives
- Business Owners & Entrepreneurs
- Business Advisors
- Fresh Graduates

FACILITATOR

SARAVANAN S. MUTHEYAH

Saravanan is a Chartered Accountant of the Malaysian Institute of Accountant and runs his own firm, Saravanan & Co. He has over 25 years of experience in managing group accounting and initiating improvement projects. He provides accounting & company secretarial services, internal audit, and tax consultation for a diverse range of industries including banking & finance, insurance, information technology, logistics, oil & gas, medical, and hospitality.

He is experienced in training on topics such as finance, tax, internal audit, corporate governance and ethics for in-house and public programmes. He also lectures ACCA, master's, and bachelor's students at private universities including Taylor's University, Olympia and Stamford College. Saravanan holds an MBA in Finance from International Islamic University Malaysia and is an ASEAN Chartered Professional Accountant (ACPA), and a HRD Corp accredited trainer.



Participants are required to bring their own laptop for the training.

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PROGRAMME OUTLINE

DAY 1

8.30 am – 9.00 am	Registration and Welcome Refreshments	12.30 pm – 1.30 pm	Networking Lunch
9.00 am – 10.30 am	SESSION 1 <ul style="list-style-type: none"> Basics of Financial Accounting <ul style="list-style-type: none"> > Meaning, need, and terminology of financial accounting > Accounting cycle > Double-entry system > Accounting equation > Cash and accrual system of accounting Financial Reporting <ul style="list-style-type: none"> > Evolution of regulatory framework of financial reporting, conceptual framework > MFRS > Users of financial information > Theories of disclosure > Accounting standards > Cash entries 	1.30 pm – 3.00 pm	SESSION 3 <ul style="list-style-type: none"> Provision for Taxation <ul style="list-style-type: none"> > Corporate tax entries (deferred tax asset and deferred tax liabilities) > SST – sales & service tax entries > Entertainment tax entries (State government revenue) > Accrued tax entries > Understand the tax implication in terms of late submission and penalties such as CP204 > Capital allowance (initial and annual allowance) e-Invoicing Entries <ul style="list-style-type: none"> > Issuance of e-Invoice > Validation of e-Invoice > Notification of validated e-Invoice > Sharing of e-Invoice > Rejection or cancellation of e-Invoice > How are entries captured in the system and relate to IRBM portal and recorded
10.30 am – 11.00 am	Morning Refreshments and Networking	3.00 pm – 3.30 pm	Afternoon Refreshments and Networking
11.00 am – 12.30 pm	SESSION 2 <ul style="list-style-type: none"> Recording and Posting of Transactions <ul style="list-style-type: none"> > Source documents > Classification of accounts > Journalising > Posting and balancing Daily Transaction Entries <ul style="list-style-type: none"> > Transaction documentation process for sales, purchase & expenses, and other income > Accrued Expenses > Documents matching > Payment vouchers and filing system > Accounting coding, posting and follow ups > Bank Reconciliation 	3.30 pm – 5.00 pm	SESSION 4 <ul style="list-style-type: none"> Understand Balance Sheet Entries <ul style="list-style-type: none"> > Fixed Assets: Property plant & equipment > Current Assets: Debtor, deposit, bank, cash in hand, petty cash, amount due by directors > Current Liabilities: Creditor, prepayments, hire purchase, amount due to directors, deposits > Long Term Liabilities: Term loan > Equity: Share capital and retained earnings
		5.00 pm	End of Day 1

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PROGRAMME OUTLINE

DAY 2

8.30 am – 9.00 am	Registration and Welcome Refreshments	12.30 pm – 1.30 pm	Networking Lunch
9.00 am – 10.30 am	SESSION 1 <ul style="list-style-type: none"> • Sales Recognition <ul style="list-style-type: none"> > Sales recognition: Cash basis > Sales recognition: Accrual basis > Importance of accurate revenue recognition > The implication of financial reporting in terms of company profit and long-term growth • Preparation of Financial Statements for Management and Audit Purpose <ul style="list-style-type: none"> > Complete the profit & loss account together with balance sheet within the deadline > Get ready all supporting documents with proper filing system with voucher > Have a discussion with the owners and stakeholders on the closing account current position > Analyse the financial position for future growth of the company and staff welfare 	1.30 pm – 3.00 pm	SESSION 3 <ul style="list-style-type: none"> • Analysis and Interpretation of Financial Statements <ul style="list-style-type: none"> > Ratio analysis > Liquidity ratios > Solvency ratios > Activity ratios > Profitability ratios > Cash flow statement > Measures of return • Accountability and Ethics <ul style="list-style-type: none"> > Ethical issues in accounting > Accounting code of conduct > Function of auditing > Corporate governance > Case study
10.30 am – 11.00 am	Morning Refreshments and Networking	3.00 pm – 3.30 pm	Afternoon Refreshments and Networking
11.00 am – 12.30 pm	SESSION 2 <ul style="list-style-type: none"> • Depreciation and Valuation for Inventories <ul style="list-style-type: none"> > Basics of depreciation > Methods of allocating depreciation: Straight line method, written down value method > Sinking fund method > Provisions and reserves > Revenue reserve and capital reserve > Inventory systems: Periodic and perpetual > Methods of valuation of inventories: LIFO and FIFO method • Accounting for Share Capital <ul style="list-style-type: none"> > Classification of capital > Kinds of shares > Basic terminology > Off-balance sheet finance > Financial instruments > Allotment of securities 	3.30 pm – 5.00 pm	SESSION 4 <ul style="list-style-type: none"> • Financial Audit Report <ul style="list-style-type: none"> > Audit preparation > Internal and external audit • Q&A Session
		5.00 pm	End of Programme

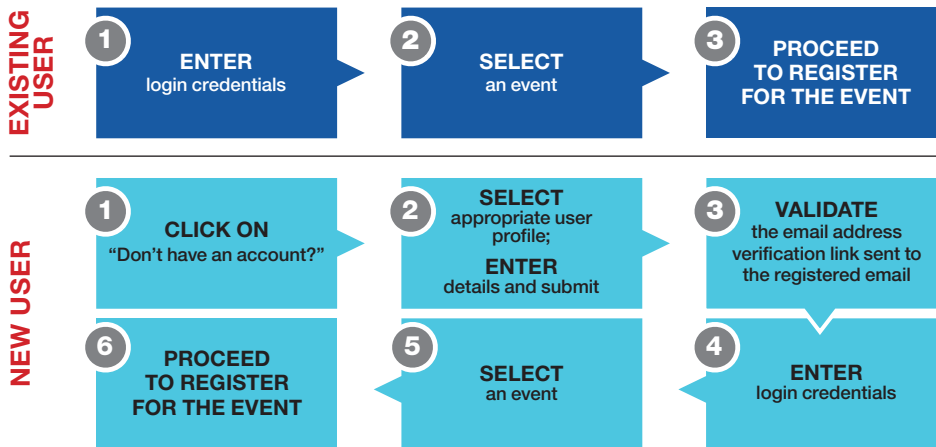
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With immediate effect, enrolment for all CPE programmes will be

STRICTLY VIA ONLINE REGISTRATION ONLY

REGISTRATION PROCESS

- To view more events and download the full brochure, please visit: pd.mia.org.my
- Search and select the event
- Click 'Register' to experience the new system by continuing with the respective steps below:



For any assistance, please call (8.45am-5.30pm, Monday-Friday)

MIA Help Desk @ 603-2722 9000

TERMS & CONDITIONS FOR SEMINARS

PROGRAMME FEE

- Fee is payable to MALAYSIAN INSTITUTE OF ACCOUNTANTS
- Depending on the event, the fee includes course materials and/or lunch and/or tea breaks.
 - **Individual Registration:** Full payment shall be made at the point of online registration.
 - **Corporate Registration:** Full payment shall be made within thirty (30) days from the date of the invoice or 1 day before the programme, whichever earlier.
- Admittance to the programme shall be granted only upon full payment as per the above requirement.

PAYMENT MODE

- Payment must be made through the **electronic channels i.e. online payment via the MIA member service portal and electronic fund transfer (EFT).**
- Payment by **cash and cheque is NOT ACCEPTABLE** effective from 1 January 2022.

HRD CORP (FOR CLAIMABLE EVENTS ONLY)

- MIA is an approved Training Provider registered under 'Institut Akauntan Malaysia' (MyCoID: 631967).

Employer's Obligations

- To ensure grant approval is obtained prior to event registration and to provide the Grant ID notification upon event registration.
- To make full payment to MIA as per the issued Invoice within 14 working days upon receipt of MIA's notification in the event the approved training fee is cancelled by HRDC due to non-compliance on the part of the participant or his/her employer or any valid reasons stipulated by HRDC.
- To settle the balance payment to MIA within 14 working days upon receipt of MIA's notification in the event only partial claim is approved by HRDC. MIA will provide copy of the original invoice and will not issue a new invoice for the balance amount.
- If employer has made payment prior to grant approval, a refund will be made to employer subject to reimbursement received from HRDC. Refund will be made upon receipt of duly completed employer's EFT Form.
- To provide required information and/or documents after completion of event for the purpose of HRDC Claim within 7 working days upon receipt of MIA's notification.

CANCELLATION

Should the participant decide to cancel his/her enrolment, a cancellation policy shall be applied as follows:

- For written cancellation received with minimum seven (7) days' notice from the date of the programme, no penalties will be imposed and full refund will be made to participants who have paid.
- For written cancellation received less than seven (7) days from the date of the programme, an administrative charge of 20% of the registration fee will be imposed. Unpaid registrations will also be liable for a 20% administrative charge.
- No refunds will be made for written cancellations received on the day of the programme or for participants who failed to join the programme. Unpaid registrations will also be liable for full payment of the registration fee.
- Replacing registered participants is not allowed.
- Paid registration that is cancelled can opt to transfer the paid amount to future event(s) after deducting any applicable administrative charges.
- The transfer request to future event(s) should be confirmed by Corporate/Individual within three (3) days after cancellation otherwise the cancellation will be confirmed with refund action. Transfer request will not be entertained after the refund is processed.

- Corporate/Individual is required to top-up the balance amount if the amount to be transferred to the future event is insufficient.
- Any excess amount after transfer will be refunded to the Corporate/Individual's bank account as provided in the EFT form.
- Corporate/Individual is required to provide the EFT form each time when a refund is requested.

PARTICIPANT'S CLASSIFICATION AND INFORMATION

Category: Corporate/Individual

- Please select the participant classification carefully as it determines the fee payable. No alteration will be allowed upon registration.
- The information on Corporate/Individual provided shall be deemed true and correct. No alteration will be allowed upon registration.

VERIFICATION OF ATTENDANCE

- All participants are required to present photo identification (NRIC, driving licence or company's ID card) at the point of registration prior to signing the registration list when attending the programme. Admittance may be denied upon failure to present photo identification.

CERTIFICATE OF ATTENDANCE AND CPE CREDIT HOURS

- Upon full attendance of the programme, participants will be issued an e-certificate of attendance. For this purpose, it is **COMPULSORY** to fill in the email address clearly.
- CPE credit hours will be credited into the MIA Member Services Portal within 14 days of the programme for participants who have complied with all terms and conditions stipulated herein.
- Participants will only be entitled to the CPE hours upon attending the entire duration of the programme. CPE hours will not be accorded for partial attendance.

COPYRIGHT

The materials of the programme shall not be disclosed or used in any manner, either wholly or partially against any other parties and/or used in any manner, either wholly or partially as a defence by you and/or any other parties under any circumstances. The participants are therefore prohibited from reproducing any materials of this programme. All copyright and/or intellectual property rights in any relevant materials produced in this Programme will remain with the party who produced such materials. MIA disclaims responsibility for the materials of this programme. Neither the MIA, its Council or any of its Boards or Committees nor its staff shall be responsible or liable for any claims, losses, damages, costs or expenses arising in any way out of or in connection with any persons relying upon the materials provided during the programme.

DATA PROTECTION

Information given by the participants to MIA is true, accurate and to the best of their knowledge. The participants have read and agreed with the Privacy Notice as stated on MIA's official website and therefore, allow MIA to collect, process, store and use the participants' data other than what is provided under the Personal Data Protection Act 2010.

EXCLUSION OF LIABILITY

This programme shall not constitute an endorsement of the speaker(s) by MIA and MIA shall not be liable for whatsoever circumstances arising from any engagement between the speaker(s) and the programme's participants.

DISCLAIMER

Malaysian Institute of Accountants (MIA) reserves the right to change the speaker(s), date(s), time(s) and to cancel the programme should circumstances beyond its control arise. MIA shall not be responsible for any costs, damages or losses incurred by the participant due to the changes and/or cancellation. MIA also reserves the right to make alternative arrangements without prior notice should it be necessary to do so. Upon registering, you are deemed to have read and accepted the terms and conditions herein.

PROGRAMME FEES

Member/Member Firm	RM 1,250
Non-member	RM 1,500

Preferred Payment: Pay with MIA-CIMB Affinity Credit Card.

PROGRAMME DETAILS & REGISTRATION

- 23 & 24 June 2026 (Tuesday & Wednesday)
9.00am – 5.00pm
Connexion Conference & Event Centre
@ The Vertical, Bangsar South, Kuala Lumpur

Contact : Vino
Tel : 03 2722 9290
Fax : 03 2722 9009
Email : sp@mia.org.my
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Dewan Akauntan
Unit 33-01, Level 33,
Tower A, The Vertical
Avenue 3, Bangsar South City
No. 8, Jalan Kerinchi
59200 Kuala Lumpur

- 22 & 23 July 2026 (Wednesday & Thursday)
9.00am – 5.00pm
Renaissance Johor Bahru Hotel

Contact : Iffah/Jonathan
Tel : 07 227 0369
Fax : 07 222 0391
Email : miajbu@mia.org.my
Address : Malaysian Institute of Accountants
Unit No. 5.03A, 5th Floor, Menara TJB,
No. 9, Jalan Syed Mohd Mufti,
80888 Ibrahim International Business
District, Johor Darul Ta'zim, Malaysia

HRD CORP (For Claimable Events Only)

Training Programme No.: 10001599137

Scheme Code : HRD Corp Claimable Courses
–Skim Bantuan Latihan Khas

Type of Training : Public