



**FMM INSTITUTE**

(C10626805080/ 199901000527/ 475427-W)  
Centre for Professional Development



# ACCOUNTING SKILLS FOR ACCOUNT ASSISTANT AND CLERK

Most of today's accounting staff performs individualistic data entry functions. Accounts receivables and Accounts payables data entries are done based on source documents. The exercises are carried out without exercising awareness of why the entries are made and the inter-connections of these entries. How the entries would affect users of the entries recorded Therefore it is the objectives of this training workshop to train the participants the effective approaches in accounting exercises.

## TARGET AUDIENCE

Account Receivable,  
Account Payables data  
entry clerks and Account  
Supervisors and All  
Accounting Staff  
Members

## ADMINISTRATIVE DETAILS

Date : **May 18-19,2026**  
(Monday-Tuesday)

Time : **2 Days (9:00 am - 5:00 pm)**

Venue : **FMM Institute, Johor Branch**  
No. 1 & 3, Jalan Kencana Mas 1/1,  
Tebrau Business Park III,  
81100 Johor Bahru, Johor

Fees : **RM 1,215.00 (FMM Member)**  
**RM 1,350.00 (Non member)**  
The fee inclusive Service Tax at 8%  
(SST No: W10-1901-32000105)

Closing  
Date : **May 4,2026 (Monday)**

Training  
Provider : **FMM Institute Johor**  
**MYCOID: 475427W\_JOHOR**



## COURSE CONTENT

**PART 1** : To understand Practical Accounting

**PART 2** : The Process of Expenses Classification

**PART 3** : The Principle of Double Entry

**PART 4** : Understanding of the Accounting System

**PART 5** : The Recording of SALES and PURCHASES Transaction

**PART 6** : The Treatment of Depreciation and Bad & Doubtful Debts, Hire Purchases Accounts

**PART 7** : Trial Balance and Accounting Adjustments

**PART 8** : Manufacturing Accounts, Trading, Profit and Loss Accounts and Balance Sheets

**PART 9** : Working Capital Management

### FACILITATOR

Mr. Tee Tuan Chuar, who has 20 years of training and consultancy experiences. He has wide extend of industrial experience ranging from general operations management. He is also been trained and conduct training in ICOP COMPLIANCE AND ROAD SAFETY – Latihan Keselamatan ICOP organized by Johor Tracking Association in collaboration with SPAD and PUSPAKOM. A regular and sought after forklift safety operations training.

All cancellations must be made in writing. There will be no charge for cancellation received 7 or more working days before the start of the programme. Cancellation received 5 working days before the start of the programme is subjected to a cancellation fee of 50% of the course fees. Cancellation received 3 working days and below before the start of the programme is subjected to cancellation fee of 100% of the course fees. If the participant fails to attend the programme, the full course fees are payable. However, replacement can be accepted at no additional cost.



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## ACCOUNTING SKILLS FOR ACCOUNT ASSISTANT AND CLERK

**MAY 18 - 19 ,2026 | VENUE: FMM INSTITUTE, JOHOR BRANCH**

FMM Institute (475427-W)  
**Puan Sabrina / Pn. Astri / Pn. Ain**  
Email : [sabrina@fmm.org.my](mailto:sabrina@fmm.org.my) / [astri@fmm.org.my](mailto:astri@fmm.org.my)  
/ [nur\\_ain@fmm.org.my](mailto:nur_ain@fmm.org.my)  
Tel: 07-357 7613 / 14 / 15 / 16 Fax: 07-357 7618

Please tick accordingly:

- Fees:  **FMM Member: RM 1,215.00/pax**  
(inclusive of 8% Service Tax (SST No: W10-1901-32000105))
- Non Member: RM 1,350.00/pax**  
(inclusive of 8% Service Tax (SST No: W10-1901-32000105))

Dear Sir/Madam,  
Please register the following participant (s) for the above programme:  
**(To be completed in BLOCK LETTERS)**

1.Name:	IC No:	Nationality:
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Designation:	Email:	Mobile No.:
-----	-----	-----
2.Name:	IC No:	Nationality:
-----	-----	-----
Designation:	Email:	Mobile No.:
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*(if space is insufficient, please attach a separate list)*

### Disclaimer

Registration is on a first-come first-served basis. All cancellations must be made in writing. There will be no charge for cancellation received 7 or more working days before the start of the webinar. **Cancellation received 5 working days** before the start of the webinar is **subject to a cancellation fee of 50%** of the webinar fees. **Cancellation received 3 working days and below** before the start of the webinar is **subject to a cancellation fee of 100%** of the webinar fees. **If the participant fails to attend the programme, the full webinar fees are payable.** However, replacement can be accepted at no additional cost. The FMM Institute reserves the right to change the speaker, reschedule or cancel the webinar and all efforts will be taken to inform participants of the changes.

### We hereby confirmed that (please tick accordingly):

- We will be claiming under **HRD CORP CLAIMABLE COURSES** and full payment would made to FMM Institute in the event that no disbursement from HRD Corp under any circumstances.
- I (self-sponsor) / We will **NOT BE CLAIMING under HRD CORP CLAIMABLE**. Payment will be made to the account payee **FMM Institute** by cheque or bank transfer to **Maybank Account No. 501280056601**.  
**Tin No. : C10626805080**  
**BRO No. : 475427-W**  
**SST No. : W10-1901-32000105**

### Submitted by:

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Designation: \_\_\_\_\_ Tel No: \_\_\_\_\_ Moblie No: \_\_\_\_\_

Company: \_\_\_\_\_ Address: \_\_\_\_\_

Tin No. : (Company Tax Number) \_\_\_\_\_ Business Registration No. (New/Old) \_\_\_\_\_ SST No (If Applicable): \_\_\_\_\_

Company Stamp & Signature: \_\_\_\_\_ Date: \_\_\_\_\_