

SQL GST Accounting System Training Workshop

– Practical Hand on Training (English or Mandarin Class)



Attend training before you buy Buy from us and FREE for 4 Hours Training



SQL Authorized Dealer & Training Centre

OSM BUSINESS ADVISORY SDN BHD (1068052-H)
NO. 28-2, JALAN OP 1/3, PUSAT PERDANGANGAN ONE PUCHONG, 47160,
PUCHONG, SELANGOR
(Opposite of IOI Mall, Behind Petron & beside Asia Café)

Registration No: 03-8074 8927 Email: training@osmgroup.com.my

1.	INITIAL SETUP - Installation latest GST Version & New Company - Generate New Database / Restore Existing Data - Set up Company Profile & Activation Code / Report Header - Set up Financial Year (For New Company) - Activate of GST Module (For GST Registrant)	2.	GST Module & Compliance - Maintain Tax – 23 Tax Codes - GST 03 Form - GST Audit File - GAF
3.	CHART OF ACCOUNT - Sample Chart of Account - Tax Codes & Industry Code	4.	Maintain Customer Database - Update Customer Information & Tax Code
5.	Maintain Suppliers Database - Update Suppliers Information & Tax Code - How to Confirm Suppliers are GST Registrant & Claim Input Tax Credit	6.	General Ledger - Maintain Opening Balance – Fixed Assets / Other Assets / Current Assets / Current Liabilities / Equity / Retained Earning - Cash Book Entries - Payment Voucher / Official Receipt / - Journal Entries – Accrual Entries - Update Bank Reconciliation - Other Expenses
7.	Account Receivable – For Debtors - Issuance of Quotation / Sales Order / Delivery Order / Tax Invoice - Conversion from Quotation to Sales Order / Delivery Order / Tax Invoice - Knock of Customer Payment - Issuance of Credit Note	8.	Account Payable – For Creditors - Update Supplier Invoices - Knock off Suppliers Invoice & Payment - Purchase Order / Good Received Note / Purchase Invoice - Issuance of Credit Note
9.	GST Compliance & Others Knowledge - 21 Days Rule - Refundable & Non Refundable Deposit - Bad Debts Relief & Recovery - Invoice Format & Compliance - Deemed Supply & Gift Rule - Promotional Scheme & Free Items - GST Return on Time - GST Penalty & Fine	10.	TOOLS - Maintain Document Numbering - Maintain Currency / Project / Agent
11.	INVENTORY SYSTEM - Maintain Stock Group / Items - Maintain Stock Value - Stock Issue / Received / Adjustment / Transfer	12.	REPORTING & OTHERS - Profit & Loss / Balance Sheet / General Ledger / Others
13.	SYSTEM SETTING & CONFIGURATION - Single User / Multiple Users - Database Storage & Security - Linkage with POS System / Exportation & Importation - Networking Access		

Our Participants & Training Centre



**SQL GST Accounting System Training Workshop – Hand on Basis
(English or Mandarin Class)**

1. SQL GST Accounting Training:

1 Person: RM 200/- Second person onward: RM 160/- Each

2. GST Tax Codes & Accounting Treatment Training Workshop – Another Training Program

1 Person: RM 600/- Second person onward: RM 450/- each

Kindly refer: <http://goo.gl/forms/a2hE4kVFB3>

Seminar Date: _____

English Seminar

Mandarin Seminar

SQL GST Accounting System Training

GST Tax Codes & Accounting Treatment Training

Company Name: _____ Contact No: _____

Industry: _____ Email Address: _____

Company Address: _____

Participants Information Required

No	Participant Name (Follow IC)	NRIC NO	Mobile	Position
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Payment Term

Online Transfer

Cheque: _____

Cash Deposit

Total Amount: _____

Total Participants: _____

Banking Info:

BANK: RHB

Account No: 2121 2500 13 9725

Company Name: OSM BUSINESS ADVISORY SDN BHD

*** Upon made payment, kindly email banking receipt to training@osmgroup.com.my or fax to 03-80766261**