

**LOOKING**  
for the right  
GST account and  
billing software?  
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EXPERIENCE**  
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✓ GST Compliance  
✓ Easy to Use  
✓ No Accounting  
Knowledge Required  
Call for Free Demo  
011 2316 6678



# BAS-SQL-GST TRAINING

**Trainer : Nicholas Teh** *ACCA UK, MIA member, Certified GST tax agent*  
*CEO of Business Advisory Services PLT and SQL specialist since year 2008*  
*Practical experience for using SQL Accounting as a business tools*

**Date :** 4 /4 /2015 (Every Saturday)  
**Venue :** Klang, Selangor.  
**Time :** 8.30am – 1.00pm (Mandarin session)  
12.30pm – 6.00pm (English session)

**Training Fee (GST inclusive) :**  
1 Person : RM300    2 Persons : RM500  
Limited seat, upon reservation  
**ENQUIRY :** STELLA 012-603 8089

## Training outline

- 1. First time setting**
  - Maintain chart of account, customer, supplier, stock group, stock item, GST, financial year end and opening balance.
- 2. Admin function – How to set new user and their access right?**
- 3. Customer and Sales Cycle**
  - Issued quotation, sales order, delivery order, tax invoice, cash sales
  - Customer payment and credit note
- 4. Supplier and Purchase Cycle**
  - Issued purchase request, purchase order, GRN, purchase invoice
  - Supplier payment and credit note
- 5. General Ledger Cycle**
  - Official receipt, payment voucher, journal entry, bank reconciliation, maintain stock value, Profit and Loss, Balance Sheet
- 6. Stock Cycle**
  - Stock count, stock card, stock adjustment, stock issue and stock received, BOM
- 7. GST cycle**
  - Maintain tax code and industry code
  - Tax invoice and credit note in detail
  - GST special rules – 21 days rules delivery order and deposit, bad debt relief, bad debt relief recover, gift rules
  - GST-03 return, GST listing and GST Audit file

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# BAS-SQL-GST TRAINING



## GST BUSINESS ADVISORY SERVICES

## BAS ADVISORY PLT

Our SQL services includes:

- 1) SQL Software and Support
- 2) SQL Implementation and Training
- 3) SQL Customisation

Our Professional Services includes:

- 1) GST Advisory and Accounting
- 2) GST Training
- 3) Secretarial, Audit and Taxation

## Registration form

Training date : \_\_\_\_\_ Time : \_\_\_\_\_

Company name : \_\_\_\_\_

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

Contact number : \_\_\_\_\_ Email : \_\_\_\_\_

Participant name:

- |    |    |
|----|----|
| 1) | 4) |
| 2) | 5) |
| 3) | 6) |

Total amount fee (RM) : \_\_\_\_\_

**Kindly email or fax to us the bank-in slip or online transfer receipt. Thanks.**

**Payment issued to BAS ADVISORY PLT**

MAYBANK : 5626 -4731-4893

PUBLIC BANK : 3191-8198-26

**Stella: 012-603 8089 Email: stella@bas.com.my Fax: 03-3342 6363**

**TERMS & CONDITIONS** Confirmation of seat only upon full payment before commencement of the training. BAS reserve the right to change the date, venue and cancel the training due to unforeseen circumstances. Upon reply of this registration form, you are deemed to read and accepted the terms & conditions.