

# SQL SageUBS

## ACCOUNTING SOFTWARE TRAINING WORKSHOP

### MONTHLY INTAKE

Please visit [www.its1998.com](http://www.its1998.com) OR call  
**06-3350619** for latest program schedule

Every Friday 1.00 p.m. – 3.30 p.m. @ ITS Management Sdn Bhd (Malim – Melaka)

### Course Fee

RM395/participant

Inclusive of training material, certificate & GST



The logo for ITS (ITS Management Sdn Bhd) features the letters 'ITS' in a stylized font. The 'I' is red, the 'T' is green, and the 'S' is blue. The letters are bold and blocky.

### CONTACT INFO

ITS Management Sdn Bhd

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Email: [itslc98@gmail.com](mailto:itslc98@gmail.com) | Website: [www.its1998.com](http://www.its1998.com)

# SQL ACCOUNTING MODULE

## 1. COMPANY SETTING

- Maintain Chart Of Account, Customer And Supplier, Stock, GST And Financial Year End.

## 2. SALES AND CUSTOMER

- Issued Quotation Sales Order, Delivery Order, Tax Invoice And Cash Sales.
- Customer Payment And Credit Note.

## 3. PURCHASE AND SUPPLIER

- Issued Purchase Order, GRN And Purchase Invoice.
- Supplier Payment And Credit Note.

## 4. GENERAL LEDGER

- Official Receipt, Payment Voucher, Journal, Bank Reconciliation, Maintain Stock, Profit & Loss And Balance Sheet.

## 5. GST

- Maintain Tax Code.
- GST-03 Return, GST Listing And GST Audit File.

# UBS ACCOUNTING MODULE

## 1. GST SETUP & SETTING IN ACCOUNTING AND BILLING

## 2. GST IN PURCHASING – RECEIVE

## 3. GST IN SALES - INVOICE, CREDIT NOTE AND DEBIT NOTE.

## 4. POSTING TRANSACTION TO ACCOUNTING

## 5. TRANSACTION IN ACCOUNTING

- Received Advance Payment
- Importation Of Goods And Service
- Bad Debts Relief And Recovered
- Outstanding Invoice More Than 6 Months

## 6. GST REPORT

- Goods And Services Tax Report
- GST Return Wizard (Gst-03)
- GST Audit File (GAF)

# SQL / UBS Accounting Software Training Workshop

Preferred Schedule (DD & DD MMM YYYY) : \_\_\_\_\_

Example: 05 & 06 FEB 2016

Company Registration\*

Individual Registration

Company Name\* \_\_\_\_\_

Contact Person \_\_\_\_\_

Tel No. / Fax No \_\_\_\_\_ / \_\_\_\_\_

Email Address \_\_\_\_\_

No. of Pax \_\_\_\_\_

Total Amount \_\_\_\_\_

## Payment Method

By Hand - If payment by cheque, please make your cheque payable to ITS Management Sdn Bhd

On-line - ITS Management Sdn Bhd @ Public Bank Account 3147799206

Payment must be made at least 5-working days before class commencement.

Signature : \_\_\_\_\_ Company Stamp : \_\_\_\_\_

Name : \_\_\_\_\_ Designation : \_\_\_\_\_

Please Fax / Email this Registration Form & Bank-in Slip (if payment via on-line) to