

Up Coming Course



**Time: 19am - 5pm**

**Duration: 12 Hours**

# UBS Accounting

## Why and for who?

This hands-on workshop is intended for Accounts Personnel who are interested to explore computerized accounting software. For Accounts Personnel who already have the knowledge on this software, you can find out the tips and tricks and have a more in-depth on how to handle advanced setting of the software to suite your company accounting needs.

## What will you learn?

You will go through several case studies in which you will experience on how to handle accounts for different kinds of company. The following topics will be covered during the training:

### **General Accounting Knowledge**

- Install UBS Accounting Software
- Initial Company Setup
- Handle GL, Debtors & Creditors Accounts Code
- Handle Opening Balances Organised Batches
- Handle Transaction
- View / Print Financial Reports
  - o GL, P&L, Trial Balance, Balance Sheet
- View / Print Debtors & Creditors Reports
- Periodic Processing
  - o Monthly End & Year End Processing

### **Advanced Accounting Knowledge**

- Modify an existing in-used Account Code
- Insert Transaction
- Delete Unwanted Transaction
- Handle Special Account Codes
- Security Settings
- Recover Data After Power Failure
- Backup & Restore
- Boss Menu
- Dealers Setup Menu

## Workshop Case Studies

- ✓ A newly formed company
- ✓ A newly formed company with Debtor and Creditor Accounts
- ✓ A company with opening balance, stock value and required month end processing
- ✓ A company that computerised account middle of the accounting period, distribute debtor and creditor aging and carried out year end processing
- ✓ A company with departmental accounts and generate consolidated account
- ✓ A company with manufacturing account, using special account, maintain multiple opening and closing stock.

## What will you receive?

For every enrolment, the participant will receive :

- **UBS Accounting Self Study Guide (with Exercise Book and CD)**



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**Call Cemtech now at 06-2835955 (for Melaka Customers) or 03-80684461 (for Klang Valley Customers) or email us to reserve a seat(s) for the above course!**

**All course fees are 100% claimable from PSMB-HRDF!**

Any inquiry please [click here](#). Course registration, please [click here](#).

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