

HILLS & CHERYL

Corporate Advisory Sdn. Bhd.

ACCOUNTS. ADVISORY. CoSec. GST. TAX
"The next BIG decision."

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Date:

What are the topics that we are going to cover in 1 hour or more if needed:

The lesson will be covering for Accounting & Invoicing Million Accts Software:

Time starts & End: _____

| | Done: |
|--|--------------------------|
| 1. Setup and using of Team-viewer; | <input type="checkbox"/> |
| 2. How to setup company profile & accounting year; | <input type="checkbox"/> |
| 3. Current used on invoicing number; | <input type="checkbox"/> |
| 4. Updating on Customer's information; | <input type="checkbox"/> |
| 5. Managing stock & item's information: group, sub- group and product base; | <input type="checkbox"/> |
| 6. Updating of services & item's information; | <input type="checkbox"/> |
| 7. How to do billing of: Quotation, Sales Order, Delivery Order, Invoicing, Credit Note & Debit Note; | <input type="checkbox"/> |
| 8. Received Customer's Payment (Receipt); | <input type="checkbox"/> |
| 9. Updating of suppliers' invoice, information and payment to supplier; | <input type="checkbox"/> |
| 10. The location of GST-03. | <input type="checkbox"/> |

Feedback from learner:.....

Yours sincerely,



(A001349) Ph. D Candidate of Corporate Governance

Managing Director

Ipoh. Mont' Kiara (KL). Cameron Highlands