

IMTC - UBS SPECIAL MANAGEMENT PROGRAMMES



Certificate in
Company Accounts Management &
UBS Computerised Accounting
Programme



Certificate in
Stock Control Management &
UBS Computerised Inventory and
Billing Programme



Certificate in
Personnel Management &
UBS Computerised Payroll
Programme

YOU WANT A SECRET TO PUT YOU AHEAD

Get one that is a cut above the rest.

Join our **June & July, 2013** special designed 3+3+3 days courses
IMTC-UBS Management Workshops in Kuching, SARAWAK

Only for **Jun-Jul'13** intakes.

Up to **45%** off, now RM650.00

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RM550/-**

**ENROLL
NOW!**

COURSE INTRODUCTION

People are human capital assets that vital for the efficient running and the management of any organisation. Whether you are self-employed, working, or the fresh graduates, all are desire own-self can manage well in order to ensure your performance at full potential, which in turn ensures greater productivity and quality of work for an organisational success.

The aim of this workshop is to provide fast-track results to participant with an all-round understanding of the principles, techniques of the operational function, and hand-on experience in computerised system with case studies for (1) Accounting Management or (2) Personnel Management or **(3) Stock Control Management**, one or both or all whichever at your preference.

After attendance of the workshop(s), participant able to get the tips, tricks and more in-depth knowhow to handle the day-to-day matters within your scope, particularly the advanced setting of the software to suite your needs.

METHODOLOGY

- Theoretical foundation building through interactive lectures
- Provide right and progressive information specifically for the chosen programme for an rapid & effective learning result
- Practical case study in class
- Hands-on experience on software application



IMTC Certificate in Stock Control Management & UBS Certificate in Computerised Inventory & Billing Programme

COURSE CONTENTS

Day 1

MODULE 1 - Introduction of Stock Control Management

- What is Inventory
- What is the difference between Inventory & Stock
- Why Inventory Management is important

MODULE 2 - The Essentials of Stock Control Management

- Understanding the common 5-Inventory phrases: SKU, BOM, JIT, FIFO and LIFO
- Understanding the types of Stock/Inventory keeps in the storehouse
- Should Stock Control be Centralised
- How Stocks are Evaluated

MODULE 3 - The Perpetual Stock System

- Understanding the main elements of the Perpetual Stock:
 - ORDERED
 - RECEIVED
 - ISSUED
 - BALANCE ON HAND
 - ALLOCATED
 - AVAILABLE
- How to prevent Shortages of Stock
- The Advantages of use of Perpetual Stock System

MODULE 4 - The Inventory Management Processes

- Master Records Processing
 - SKU/ BOM Master Records
 - Suppliers Master Records
 - Customers Master Records
 - Pricing Conditions
 - Source Lists
- Procurement Processing
 - Purchase Requisition
 - Request for Quotation/ Purchase Order
- Goods Receipt Processing
 - Delivery Order acknowledgement
 - Invoice acknowledgement
 - Purchase Returns/ others
- Goods Issue Processing
 - Delivery Order issuance
 - Invoice issuance
 - Sales Returns/ others
- Pick/ Pack/ Ship Processing
- Inventory Count Processing

**REVIEW
Q & A**

Day 2

LESSON 1

- Installation of UBS Computerised Inventory & Billing
- Sign-in/ Start-up/ Set-up wizard

LESSON 2

[BASIC SETTING]

- Link to Accounting System
- Gather Physical Stock Card Info
- Code Maintenance
- Enter Opening Quantity
- View & Print Reports
- Backup for Both UBS Software

LESSON 3

[PURCHASING]

- Bills Number Setting
- Issue Purchase Order
- Receiving Goods
- Purchases Returns
- View & Print Reports
- Auto-Prompt for Backup Upon Exit

LESSON 4

[SELLING]

- Issue Quotation
- Issue Delivery Order
- Issue Invoice
- Service Charges & Discount
- Cash Sales
- Debit & Credit Note
- View & Print Reports

LESSON 5

[INTERNAL]

- Transfer
- Issue
- Adjustment
- Post to Daccount
 - Transactions Posting
 - Stock Values Posting
- View & Print
- Reports

Day 3

LESSON 6

[ASSIGNMENT]

- An Overall Revision

**REVIEW & TRIAL EXAM
OFFICIAL EXAM (2.5 hours)**



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Please fill in the details below clearly. This form can be downloaded from Infinity Management Consultants's website at www.imconsultants.com.my/imtc/promo/image/c.pdf. Kindly fax/email/hand to us this form.

Yes, please register me for the programme on:

Intake 1 - 29-Jul-13 (Mon) 9am-6pm Intake 2 - DATE TO BE ADVISED
 30-Jul-13 (Tue) 9am-6pm
 31-Jul-13 (Wed) 9am-6pm

FEE'S
RM650/-per pax
inclusive of
COURSE
MATERIALS

[Limited seats. Pre-registration only]

Participant

(Please tick ' / ' in the appropriate box)

Name _____ Identity No. _____

Postal Address _____

_____ Home Work

State _____ Company _____

Telephone _____ Fax _____ Mobile _____

Email _____ Training use own Laptop YES NO

I wish to receive confirmation via Email Fax Mail

COURSE HIGHLIGHTS

- Highly qualified and experienced trainer
- UBS Study Guide, practical work book & CD
- Printed course materials & hand-out
- Free trial version of Sage-UBS® software
- Full preparation for UBS certificate examination
- Certificate in UBS Inventory & Billing System
(awarded from Sage Software Sdn Bhd)
- Certificate in IMTC Stock Control Management
(awarded from Infinity Management Training Centre)

WHO SHOULD ATTEND

- Accounts Receivable Clerk/ Assistant
- Accountant/ Accounts Executive
- Business Operator (Trading)
- Fresh SPM/ Senior III/ STPM school leaver
- Anyone who needs to manage not only accounting but also advance in Billing & Inventory for a better Stock Control Management

Fax your registration form and send your payment to:

INFINITY MANAGEMENT TRAINING CENTRE [PSMB Training Provider No. 2098]
[operated by Infinity Management Consultants Sdn Bhd (805546-H)]
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I enclosed herewith [Cheque/ Bank-in Slip/ Cash] for amount of RM 650.00 (Ringgit Malaysia: Six Hundred Fifty Only) (non-refundable and made payable) to 'INFINITY MANAGEMENT CONSULTANTS SDN BHD'

CIMB BANK BERHAD - Account No: 1102 0000 240108
(Twin Tower Kuching Branch)

TERMS AND CONDITIONS

Registration is on a first-come-first-served-basis. All registrations MUST be accompanied with the full payment. Admittance will not be permitted unless payment or a letter of guarantee is received. There is no refund policy for cancellation. A substitute participant is welcome. IMC/IBAT retains the right to postpone the date/place and cancel program due to any unforeseen circumstances that may arise. In cases of cancellation or programme, full refund will be returned to participants. Please advise us if you need an invoice otherwise the registration form serves as our official invoice.