



Your Expert Trainer

**Alvin Yong**  
Founder and CEO  
Olygen

### Methodologies:

Clear explanation of theories coupled with hands-on exercises for a firm grasp of the financials through:

- Practical Examples
- Case Studies
- Short Exercises
- Group Discussions
- Investment Analysis Exercises

Participant may bring division or company financial statements for discussion and analysis

# Accounting and Finance for Non-Financial Managers

23<sup>th</sup> – 24<sup>th</sup> January 2019 | Kuala Lumpur

PLEASE BRING!

Laptop

## Biography of Alvin Yong, MSc, FCCA, UK

Alvin Yong is a UK-registered Fellow Chartered and Certified Accountant (FCCA). He obtained his Master of Science in Professional Accountancy (Merit) in 2017 from the University of London.

Alvin started his career with KPMG Singapore as an auditor in 1999, where he was involved in the audit, due diligence and tax of multinational corporations in shipping and logistics, industrial manufacturing, medical and healthcare, construction consultancy, investment holdings, amongst others.

Alvin went on to co-found several companies and has been an entrepreneur for more than 11 years. He once managed operations that spanned across Singapore, Malaysia, Indonesia and Philippines. Alvin has strong business acumen and recognises the importance of finance in making informed business decisions. Alvin has analysed financial statements across industries to evaluate investment opportunities.

Alvin founded Alcrest to providing financial literacy training and consultancy on innovation and growth. Alvin enjoys helping his clients to understand the stories the financial statements are telling them about their business. Alvin also provides financial advisory and business planning services to companies.

## Testimonials

*"Alvin is very people person. Sound knowledge in his area of expertise. He carried out the program well."* **CEO**

*"The instructor has excellent training skills. He was able to run the 2 days course with excellent and highly qualified accounting and financial knowledge. He was well understood and well organized with excellent powerpoint presentations."* **Director Project Allocation**

*"Good training & communication skills."* **Director Forest Development**

*"It's an eye opener."* **Director Corporate Services**

*"Was clear and able to facilitate the training in layman's term as well as for some areas which would have been difficult to understand. Very knowledgeable in this area."* **Manager Human Capital**

*"Will greatly assist me on how I will be preparing, monitoring and controlling budget."* **Manager - Maintenance**

*"Mr Yong is knowledgeable in this area. I find his explanations and discussions of the various topics to be interesting and I learnt a lot."* **Lawyer**

*"I have learnt a lot from the lectures. With the basic understanding of the principles of accounting and finance, I will be able to utilize them at my work place when the time comes."* **Acting ICT Manager**

*"Very informative & educational. I learned a lot."* **Public Relations Officer**

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## Workshop Overview

In today's global and competitive world, business owners and managers at all levels need to develop sound appreciation of financial reports, as well as the creation of shareholder value and fundamentals of business valuation.

The 2-day workshop will provide the attendees with competent grasp of the financials and help them think of their business decisions they make in a financial manner. Attendees will understand the components of the Financial Statements and the links between the line items. Participants will learn to evaluate the financial statements using ratio analysis.

Participants will also learn investment decision analysis using Net Present Value (NPR) as well as Internal Rate of Return (IRR) and understand the cost and sources of capital. Fundamental cost and management accounting is illustrated through identification of cost drivers and proper cost allocations. Participants will learn the difference between cash and profit as well as simple forecasting techniques. The workshop covers the approaches of budgeting and budgetary control to keep budget on target and concludes with ways on how to "cook the books".

## Key Takeaways

Participants will gain an understanding of:

- Understand the principles of accounting and finance
- Gain knowledge of core finance, accounting and cost concepts
- Understand the structure of financial statements and the inter-relationship of the items
- Interpret and analyse financial statements with key financial ratios
- Gain insight on working capital management
- Financially appraise a project and identify sources of capital
- Draft accurate budgets and budgetary controls

## Why You Should Attend

- Understand the business dynamics of dollars and cents
- Improve financial acumen to achieve strategic growth
- Make informed and sound financial decision to meet both short and long-term goals
- Understand the financial impacts and deliver better bottom lines
- Enhance shareholder value

## Who Should Attend

Business owners, directors, managers or anyone who:

- make or contribute to decisions with significant financial implications
- have profit and loss responsibility
- require the understanding of financial information in their line of work

### Customisation:

The programme will be further customised to fit your priorities through the pre-course questionnaire (PCQ).

### Internal Training:

This programme is available as an internal training.  
Email us to find out more at: [alvin.yong@olygen.com](mailto:alvin.yong@olygen.com)

### Estimated Time Schedule

0830 – 0900	Registration
0900 – 1030	First Morning Half
1030 – 1045	Morning Break
1045 – 1230	Second Morning Half
1230 – 1330	Lunch
1330 – 1500	First Afternoon Half
1500 – 1515	Afternoon Break
1515 – 1700	Second Afternoon Half

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## Programme Agenda

### INTRODUCTION

- Overview of training aim, objectives and agenda

### Session 1: FINANCIAL STATEMENTS AND ITS COMPONENTS

- Balance Sheet, also known as Statement of Financial Position
- Profit and Loss, also known as Income Statement
- Cash Flow Statement
- Statement of Changes in Equity
- Components of Financial Statements: Assets, Liabilities, Equity, Revenue, Expense
- Accounting Concepts: Going Concern, Accruals, Consistency, Prudence
- Objectives and users of financial reporting, and their areas of interest
- Accounting Standards: IFRS, US GAAP

### Session 2: BALANCE SHEET

- A snapshot of the financial status at a specified point in time.
- What a balance sheet can – and can't – tell you
- Current Assets: Cash, Accounts Receivable, Inventory, Prepaid Expenses
- Non-Current Assets: Investments, Property, Plant & Equipment, Intangible Assets, Other Assets
- Current Liabilities: Accounts Payable, Accruals, Unearned Revenue
- Current and Non-Current Classification of Debt
- Long-Term Liabilities, Equity

### Session 3: PROFIT AND LOSS (INCOME STATEMENT)

- Financial performance of a business over a specified time period
- Accrual basis vs Cash basis
- Components of Profit & Loss: Net Sales (Revenue), Cost of Sales, Depreciation
- How Cost of Sales is calculated
- Profit margins: Gross Profit, Operating Profit, Pre-Tax Profit, Profit after tax

### Session 4: CASHFLOW STATEMENTS

- Sources of cash and how cash was spent over a specified time period.
- Performance in managing inflows and outflows of cash - ability to pay creditors, and finance growth.
- Recognise potential cash flow problems

### Session 5: STATEMENT OF CHANGES IN EQUITY AND AUDITORS' REPORTS

- Purpose of Statement of Changes in Equity
- Auditors Reports: Objectives and Scope of Audit, reasonable assurance, true and fair
- Auditors' Opinion: unqualified vs qualified, disclaimer, adverse opinion

### Session 6: FINANCIAL STATEMENT ANALYSIS - RATIO ANALYSIS

- Asset Management Ratios – Inventory Turn, Asset Turn Ratio, Receivable Days
- Profitability Ratios – Return on Assets (ROA), Return on Equity (ROE), Return on Sales, Gross Margin
- Difference between Liquidity and Solvency

- Liquidity Ratios – Current Ratio, Quick Ratio
- Leverage Ratios (Solvency Ratios) – Debt-to-Equity, Debt Ratio/Debt to assets, Interest Coverage Ratio = Operating income (or EBIT)/Interest expense
- Application, case studies and interpretation techniques of ratios

### Session 7: CASH FLOW

- Difference between Cash and Profit. Why Cash is King?
- How transactions impact profit and cash differently
- Cash Operating Cycle, Cash Conversion Cycle
- Working Capital and its critical components, Liquidity Ratios
- Cash flow Forecasting – increasing headcount, purchasing, cost-cutting

### Session 8: INVESTMENT ANALYSIS

- Costs of Capital: Cost of Debt, Cost of Equity
- Valuation: Calculating Pre-Money and Post-Money Valuation. What is dilution?
- Weighted Average Cost of Capital (WACC) and how to calculate WACC
- Time value of money, Present Value (PV) and Future Value (FV)
- Interest rates, discount rates, discounted values
- Calculating Net Present Value (NPV)
- What is Internal Rate of Return (IRR)?
- Comparison between NPV and IRR.
- Case studies: Calculating NPVs and making investment decisions
- Alternate methods: Payback Period, Return on Investment (ROI)

### Session 9: COST AND MANAGEMENT ACCOUNTING

- Costing Concepts: Cost types and cost categories
- Fixed vs Variable Costs
- Material Cost – FIFO, LIFO, Simple Average, Weighted Average
- Labour Cost, Direct Cost and Overheads
- Cost drivers, Cost Allocation, Cost Centre vs Profit Centre
- What is Activity Based Costing (ABC)?

### Session 10: BUDGET, BUDGETING AND BUDGETARY CONTROL

- Budget Concept
- Approaches: Zero-based, incremental
- Fixed and Flexible Budgets: Advantages of Flexible Budgets
- Keep your plan on target with budgetary controls: Advantages and Limitations

### Session 11: COOK THE BOOKS

- What is "Cooking the Books"? Is there a difference with Creative Accounting?
- Explore ways to "cook the books" – Income Statement and Balance Sheet

# REGISTRATION

OLYGEN SDN BHD | TEL: +65 6631 9763

Contact: Alvin Yong

Email: [alvin.yong@olygen.com](mailto:alvin.yong@olygen.com)

Accounting and Finance for Non-Financial Managers

REGULAR RATE

Kuala Lumpur • 23-24 January 2019

RM 3,999

\*Fees include course documentation, luncheon and refreshments. Delegates are responsible for their own accommodation.

Organisation : \_\_\_\_\_  
Invoice Attention To : Mr/Ms/Mrs: \_\_\_\_\_  
Job Title : \_\_\_\_\_  
Email : \_\_\_\_\_  
Address : \_\_\_\_\_  
Telephone : \_\_\_\_\_ Fax: \_\_\_\_\_

## DELEGATES' DETAILS

Name	: Mr/Ms/Mrs: _____	Name	: Mr/Ms/Mrs: _____
Job Title	: _____	Job Title	: _____
Mobile Number	: _____	Mobile Number	: _____
Email	: _____	Email	: _____
Diet Preference	: None/Vegetarian/Halal/Others: _____	Diet Preference	: None/Vegetarian/Halal/Others: _____

Name : Mr/Ms/Mrs: \_\_\_\_\_  
Job Title : \_\_\_\_\_  
Mobile Number : \_\_\_\_\_  
Email : \_\_\_\_\_  
Diet Preference : None/Vegetarian/Halal/Others: \_\_\_\_\_

## PAYMENT BY CREDIT CARD

VISA/MASTER - You will be sent a Paypal Link to pay online

Card Type : AMEX  
Card No. : \_\_\_\_\_  
Expiry : \_\_\_\_\_ (MM/YYYY)  
Name : \_\_\_\_\_  
Signature : \_\_\_\_\_

\* 3.5% surcharge applies for credit card payment

## AUTHORISATION

Name : Mr/Ms/Mrs: \_\_\_\_\_  
Title : \_\_\_\_\_  
Signature : \_\_\_\_\_  
Date : \_\_\_\_\_

## PAYMENT BY BANK TRANSFER

### BANK TRANSFER

**Olygen Sdn Bhd**  
Malayan Banking Berhad  
Bank Address: Level 1, Tower A, Dataran Maybank, 59000 Kuala Lumpur, Malaysia  
MYR Account No: 514253-508779  
Swift Code: MBBEMYKL

## TERMS & CONDITIONS

Payment Terms: Payment is required within 7 days of invoice date. Olygen reserves the right to refuse admission IF payment is not received before the event date. Transfer: Transfer is allowed upon written notification. Cancellation: Registration carries a 50% cancellation liability, notwithstanding, full fee is payable when cancellation is less than two (2) weeks before the event. Cancellation has to be done in writing. If Olygen decides to cancel or postpone this event, it is not responsible for covering airfare, hotel, or other travel costs incurred by clients. The fee will not be refunded, but credited to a future event. No Show: No show does not constitute transfer or cancellation and the full fee is payable. Changes: Olygen reserves the right to change event dates, venue, speakers, or omit event features, or merge the event with another event, as it deems necessary without penalty, refunds or alternative offers. Tax: Registration fees exclude tax. For clients outside Malaysia, the sum payable is as the listed fees, exclusive of tax. To this sum shall be added any other local tax or withholding tax from client's country of origin, if any. Marketing: Olygen may use your company's logo or business name or otherwise refer to your company in our website, any marketing, promotional or advertising material as a client of our services. Governing law: This Agreement shall be governed and construed in accordance with the law of Malaysia and the parties submit to the exclusive jurisdiction of the Malaysian Courts in Malaysia. Indemnity: Should for any reason outside the control of Olygen, the event be cancelled due to an act of terrorism, extreme weather conditions or industrial action, Olygen shall endeavour to reschedule but the client hereby indemnifies and holds Olygen harmless from and against any and all costs, damages and expenses, including attorney's fees, which are incurred by the client.