INDUSTRIAL TRAINING REPORT
GUIDELINE

Prepared by Sarina binti Abu Bakar
INDUSTRIAL TRAINING FINAL REPORT
SESSION : xxxxxxxx 201x

Student Name : Sarina binti Abu Bakar
ID No. : PTM140xxxxxxxxxxxx
Student E-mail : sarina_ab@gapps.kptm.edu.my
Handphone No. : 019-9243029
Organization Name : ABC Company Sdn Bhd
Address : Tingkat 1, Taman Sri Indah
Jalan 123, 20300 Kuala Terengganu
Terengganu
Supervisor Name : En Azman bin Ahmad
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ACKNOWLEDGEMENT

In the name of Allah the most Beneficient and most Merciful, All praises to Allah, Lord of the universe and peace be upon His Messenger. I want to acknowledge Him on top of all for blessing me with patience and tenacity of mind to complete the Internship report. It is undeniably a vital requirement for certified Diploma with flying colours and I have received outstanding helps from many quarters which I would like to put on record here with great pleasure and deep gratitude.

Firstly, I would like to thank and compliment my industrial training supervisor, Encik xxxxxxxxxxxx. He is very kind in person and keen enough to give any newbie his full attention including me. Without his endless care and wit, I wouldn’t have made any clear progression and understand the purpose of being an intern at all. Most thanks for his support, feedbacks and all the worthwhile lessons.

I would also want to express my gratitude to dear lecturers who guided me and other companions throughout the internship programme from the very beginning till its completion. Their expert lead, suggestion in class, and all the updating notices, had provided me relevant informations in reaching the concept and objectives of this compulsory report. Surely, without such commitment and tolerance, I may not have finished any chapter efficiently. On top of that, to dear Madam xxxxxxxx as my site visit supervisor, thanks for completing the event by hook or by crook.

Furthermore, I dedicated this to my beloved family and practical mates, i do appreciate all the helping hands they lend while i had loss the courage at certain point and they for sure had gathered me back into conscience effortlessly. There are also seniors outside who share opinions in preparing this reports. Not to forget, i value all the
contributions whose articles and publications play part in my working papers. I owe my indebtedness to all those authors which had been great use to me. They are very precious people that i couldn’t name personally.

Last but not least, it is a special honor to be a part of the firm itself for 16 weeks, so I acknowledge xxxxxxxxxxxx, solely for accepting me. All the sense of concern towards me are tremendous and unforgettable from the staffs. It is a beautiful experience to engage with the prestige firm, therefore, the least i can hope is that my hard work and training can be the great epitome to a better application of Accounting course in near future.
ABSTRACT

This industrial training report of xxxxxxxx binti xxxxxxxxxxxxxxxx to undergo an industrial training for duration of 4 month which consist of 16 weeks before completing the Diploma courses. Starting industrial training on xx January xxxx until xxx May xxxx at xxxxxxxxxxxxxxxxxxx which guided by Pn xxxxxxxxxxx.

The purpose of this program is to fulfill the course in order to complete the Diploma as well as graduate from the college. The training refers to work experience that is relevant to professional development prior to graduate. In first chapter this report is defining the term of industrial training and description on industrial training objectives. This part explains the details of objectives of industrial training report and industrial report. In second chapter of report is overview of the company and departments.

The next chapter describes the summary of the duties and various tasks in weekly of industrial training activities that carried out. The next chapter.......

This training gives students a good experience in.............

Last but not least, trainee got opportunities to learn more about management and marketing.
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CHAPTER 1

INTRODUCTION

1.1 Introduction

In the process of attaining the award of diploma by students, the least 4 months is required to be spent on an unexceptional industrial training programme regarding their specific field or course taken.

1.1.1 Defining the term of Industrial Training

1.1.2 Description Of Industrial Training Objectives

1.1.2.1 Objectives of Industrial Training

1.1.2.2 Objectives of Final Report
CHAPTER 2

COMPANY PROFILE

2.1 Company Background

Introduction/ Will explain about company background

Example of table is as below:

<table>
<thead>
<tr>
<th>Days</th>
<th>Working Time</th>
<th>Operating Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sunday to Thursday</td>
<td>8.20 a.m – 1.00 p.m</td>
<td>4 hours 40 minutes</td>
</tr>
<tr>
<td></td>
<td>1.00 p.m – 2.00 p.m (lunch hour)</td>
<td>1 hour</td>
</tr>
<tr>
<td></td>
<td>2.00 p.m – 5.20 p.m</td>
<td>3 hours 20 minutes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(Total : 9 Hours)</td>
</tr>
<tr>
<td>Friday &amp; Saturday</td>
<td>Weekend Holiday</td>
<td>-</td>
</tr>
</tbody>
</table>

Table 2.1: Operating schedule of firm ABC Sdn Bhd

2.2 Company History

2.3 Vision And Mission

2.4 Organization Chart
Figure 2.1: Organization chart for ABC company

Followed by chapter
CHAPTER 3

OVERVIEW OF THE TRAINING

3.1 Introduction

During 16 weeks of the training, variety of jobs are provided by ABC Company includes tax computation and secretarial services.

3.2 Summary Of The Training And Experience Gained

These are the only duties and tasks that doing throughout an industrial training.

Task 1: Prepare account for enterprise and limited companies

Management account is prepared for the enterprise and limited company. During a training period, the task is assigned to prepare the management account for Mabo Petroleum Sdn. Bhd and DHN Jaya Enterprise. To help client maintain and balance accounting records are one of the vital parts for their business whether it is large or small, a start-up, or a long-standing business. When things are financially unstable, good accounting records can provide answers as to what changes to make or what to do away with, in order to keep business growing and prospering. Good accounting program is needed and trainee was exposed to SQL accounting software.

Task 2: Audit Fieldwork

The audit fieldwork is done in order to collect evidences, asking the staff, review procedure manuals, learn the company business processes and assess its internal control. It is also done with an objective to know the profit or loss. During the audit, financial records and statements are verified to ascertain correct accounting and all transactions are in compliance with regulations. Trainee was invited by the supervisor to join them and another staff, as a team on my second week to Perbadanan Memajukan Iktisad Negeri Terengganu (PMINT) building for the real external audit experience. The task assigned
during the fieldwork is to gather the evidence/ supporting documents, do the vouching, tracing and tagging process.

**Task 3: Preparation of audit working papers.**

Auditing is an accumulation and evaluation of evidence to determine whether the recorded information is properly reflect the economic events that occurs during accounting period. During the training period, the same project which is auditing PMINT, I had small parts by assisting to audit a number of companies and prepare its working papers that are relevant and arrange in sequence. It was done with full supervision since not really master in the task.

**Task 4: Preparation of audit report**

An auditor's report issued by independent external auditor is considered an essential tool when reporting financial information to users, particularly in business. Since many third-party users prefer, or even require financial information to be certified by an independent external auditor, many auditees rely on auditor reports to certify their information in order to attract investors, obtain loans, and improve public appearance. Some have even stated that financial information without an auditor's report is "essentially worthless" for investing purposes.

The audit report states whether the company financial statements are presented fairly. Opinions were definitely given. Encik Yusmadi will ask to type full draft report referring sample report which is hard copy and from time to time, edit and update information required in the report.

**Task 5: Review**

Reviewing is a process of checking and correcting the draft of audited financial statements and tax computation if any errors or mistakes arise such as spelling error and miscalculation. The purpose of this task is to ensure that the true and correct audited financial statement and tax computation is issued to the clients.

**Task 6: Indirect duties**

Clerical works which are indirect such as, answering phone calls, photocopy, printing and stamping postage also was done during training.
The details of the task will be explain in chapter 5
CHAPTER 4

DETAILS OF EXPERIENCES

4.1 Introduction

Explain about details experience

4.2 Details of experience gained

4.2.1 Duties and tasks performed

Task 1: Prepare account for enterprise and limited companies

Preparation of account is needed by client at ABC Company because mostly clients are aware that updated financial statements will be the proof of their success. It keep their information neatly organized for tax time too and in other aspect, bank may want to see balance sheets and profit and loss statements before giving a loan.
At ABC company, it was introduced to an effective system which is SQL Accounting Software. It is an easy software to key in transactions unlike preparing manually which is slightly difficult. Under Supervision, it takes several weeks to learn about SQL Accounting Software and memorise several procedures in process.

The task given using SQL Accounting software overall play parts in cash book entry, and preparing draft for trial balance. The rest of stages in preparing account is handled mostly by supervisor. It is a clearly steps on how to do the costing and resolve the inequity of financial statements. The following procedures are being done:
1. **Login to SQL accounting software provided in PC.**

![Main Screen once logged in](image)

*Figure 4.2: Main Screen once logged in.*

- The frontpage appears main menu that helps user to easily access different modules and its features quickly.

2. **Set date and create particulars for company or enterprise**

![View for setting transaction date](image)

*Figure 4.3: View for setting transaction date*
At this point, SQL Accounting user does not have to do monthly end and yearly end by which all transaction is stored in one database, hence do yearly comparison. However if user do required to do a year end, normally just set the acceptable transaction date like 1st January 2016 to 31st December 2016 at tools > option> general ledger.

By doing this any transaction that falls out this date range will not be acceptable to record even if user try to add, the moment user click “save” it will be rejected.

3. Maintain chart of account

![Figure 4.4: The view showing various sub-accounts created](image)

User can create multiple level of sub-account properly with code that helps with sequence to maintain chart of account. It made things easier.
4. Maintain opening balance

![Image of a software interface showing financial figures]

Figure 4.5: View opening balance

Key in accordingly either debit or credit. Transferring figures from audited financial statements from last last year, and make sure overall figures is balance by the end of process.
5. Start key in receipt or payment vouchers - using cash book butt and bank statement

![Image of Cash Book Entry]

**Picture 4.6:** All recorded cash book entries

![Image of Payment Voucher]

**Figure 4.7:** View for each payment voucher entry
There are two types of document to be keyed in into the cash book entry, on the right side next to the new button is an arrow down key where user can select either payment or official receipt voucher which indicates expenses or other incomes.

Cash book entry: start with general ledger and the cash book entry icon, Let’s say user choose payment voucher to enter payment made by company; if user want to pay electricity bill, type the description as in check book butt >select type of payment which is bank >key in check no. >select the account correctly >Key in price > save it. Entries is continously repeated until all the transactions are recorded.

6. Confirming the balance in ledger report is tally with balances in bank statement every month

![Figure 4.8: Selecting Bank Account to view Ledger Report](image)

![Figure 4.9: Balance in Bank Statement by the end of the year](image)
Once finished entering, user must compare the balance in ledger report to confirm that final figure is on 31st December tally with the bank statement. If otherwise it prove that user had missed some transactions.
Figure 4.12: Expenses by petty cash are recorded

7. Print out trial balance

-Under further supervision, there are task usually discussed the printed out trial balance from SQL system to prepare draft on Microsoft Excel Sheet, and further financial statements in process. The responsibility is to be honest and careful while preparing it most part of management account. Above all else, it is important that student get experience in preparing account for Mabo Petroleum Sdn. Bhd and DHN Jaya Enterprise.
<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.3</td>
<td>Problem encountered and approach adopted for solving problem</td>
</tr>
<tr>
<td>4.4</td>
<td>Professional and ethical issues</td>
</tr>
<tr>
<td>4.5</td>
<td>Health and environmental issues</td>
</tr>
</tbody>
</table>
CHAPTER 5

CONCLUSIONS

5.1 Conclusions

5.2 Suggestions and Recommendations
REFERENCES

1. Books/ Articles

- Learning module –Principles of Auditing (PAT1013) (last semester)
- Sample Internship Report As Guide By Nurul Husna Binti Zahari (AC087395)
  Bachelor Of Accounting (Hons), College Of Business Management And Accounting, Universiti Tenaga Nasional -Semester 2 2014/2015 –(staff Wan Nadzir & Co.)
- Standard guideline from Pn Noor Syuhaileyza Binti Shamsuddin / academic supervisor..

2. Individual- Encik Yusmadi bin Jaafar. (Industrial training supervisor)

3. Factitious Websites

- https://www.thebalance.com/what-is-an-internship-1986729
- http://www2.le.ac.uk/projects/oer/oers/psychology/training-and-development-introduction-and-overview
- https://www.thebalance.com/internship-expectations-1986797
- https://en.wikipedia.org/wiki/Auditor%27s_report
- http://accountlearning.blogspot.my/2012/02/importance-of-vouching.html

4. Demo Videos from “syntaxtechnologies” channel with 1,702 subscribers

- **Speaker:** Bryan Cheong /Email : bryan.cheong@syntech.com.my
- https://www.youtube.com/watch?v=9R_afhgAW0s
- https://www.youtube.com/watch?v=q08TB4IAMBE
- https://www.youtube.com/watch?v=5cvoykcCJbU
APPENDIX 1:
EXPENSE CLAIM FORM (Appendix should be mentioned in the report)
# Expense Claim Form

**Company Name**
123 town/vity/state/country, zip  
Phone#: (555) 555-5555  
Email: abc@jdotvls.org

**Employee Information**
- **Employee ID**: 9876-9876-1234  
- **Designation**: Assistant Manager

**Submit To**
- **Manager**: Lauren Jennifer  
- **Department**: Finance

**Purpose of Expense**
Enter complete expense purpose details here

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Category</th>
<th>Expense category</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>13-Sep-15</td>
<td>Meeting with Adam</td>
<td>Official</td>
<td>Traveling</td>
<td>$350.00</td>
</tr>
<tr>
<td>14-Sep-15</td>
<td>Lunch</td>
<td>Formal</td>
<td>Food</td>
<td>$789.00</td>
</tr>
</tbody>
</table>

**SUBTOTAL**: $1,189.00  
**Others**: $500.00  
**TOTAL**: $1,289.00

Please write details of "Others" expense here

**Approval Authority Signature**

---

**Employee Signature**

---

**Date**

---

**Attach Receipts**: www.data.info