

PROFESSIONAL COURSE ON MANAGING FULL SET OF ACCOUNTS

OBJECTIVES

Benefits of Attending

- Gain insights on the basic concepts of accounting
- Better understanding on how full set of accounting is done
- Learn the essential skills & tools required in accounting
- Learn how to examine the accounting process
- Be able to interpret (read) financial statements
- Be able to communicate (speak) using the accounting terms
- Have a proper method of preparing record books and records
- Increase efficiency & effectiveness in the overall accounting process
- Prepare accurate financial statements timely
- More organized company finances

- Senior Accounts Executives
- Accounts / Finance Executives
- Payroll Executives
- Credit Executives
- Finance Managers who seek for a refresher course on the preparation of full set of accounts
- Individuals whose responsibilities include the preparation of monthly management accounts and yearly financial statements
- Individuals who would like to obtain an understanding on handling full set of accounts

WHO SHOULD ATTEND?

WORKSHOP OUTLINE

- Module 1: FUNDAMENTAL ACCOUNTING**
- Module 2: TYPES OF BUSINESS STRUCTURES**
- Module 3: UNDERLYING REASONS FOR PREPARING A SET OF FINANCIAL STATEMENTS**
- Module 4: TYPES OF ACCOUNTS**
- Module 5: FINANCIAL STATEMENTS COMPONENTS**
- Module 6: DOUBLE ENTRY SYSTEM**
- Module 7: ACCOUNTING TERMS**
- Module 8: REVENUE AND CAPITAL EXPENDITURE**
- Module 9: CASH BOOK ANALYSIS**
- Module 10: PETTY CASH ANALYSIS**
- Module 11: PREPARATION OF LEDGERS AND CONTROL ACCOUNTS**
- Module 12: BANK RECONCILIATIONS & THE RATIONAL OF THE PREPARATION**
- Module 13: CONCEPT OF AGING AND INCLUSION IN THE BALANCE SHEET**
- Module 14: BAD DEBTS**
- Module 15: DEPRECIATION OF FIXED ASSETS**
- Module 16: STOCK VALUATION FOR ACCOUNT CLOSING**
- Module 17: PREPARATION FOR AUDIT**
- Module 18: AUDIT ADJUSTMENTS AND JOURNALS**

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