



أكاديمية الزمالة
العربية البريطانية



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Arab British Academy Fellowship
A.B.A.F





Accounting work by PC

Objectives

- Provide participants with the preparation and design of accounting systems and the preparation of accounting databases using the Excel M.s program
- Providing participants with the skills of using the computer in the implementation of planning and financial control
- Provide comprehensive knowledge of the employees of the departments concerned with the financial aspects of labor affairs on the financial, accounting and cost problems associated with the work component with proposals for scientific and practical solutions to those problems, and raise the ceilings of their professional performance in the field of computer use to achieve their functions
- Participants have the following skills:
 - Mechanisms of electronic analysis of financial statements and comparative computer
 - Electronic graphing of financial analysis and recent financial trends
 - Skills of preparation and writing of financial reports and the importance of financial report
 - Good accounting and financial reporting rules

Who Should Attend?

- All employees working in finance departments
- Senior accountants and financial supervisors
- Financial Managers
- Financial observers

Seminar Outline

DAY 1

- The concept and types of data bases.
- Elements of the accounting system Documents Files Reports Accounts directory.
- Design files and tables and design data validation rules.
- Design of system models.
- Design of system reports.
- Use Query Queries to summarize information and extract results Select queries - Append queries - Delete queries - Modify queries.



DAY 2

- Preparation and electronic analysis of reports, financial statements and accounting.
- What financial statements are running on the computer.
- Requirements for the preparation and analysis of financial statements.
- Financial analysis skills for computer lists.
- Workshop, panel discussion and practical applications

DAY 3

- MS.s Excel Financial Analysis Tools in
- Solver tool tool toolkit targeting toolkit
- M.Sexcel Design and development of a program to prepare planning budgets using the program
- Profit planning and study of the relationship between revenues, costs and volume of activity
- Chart design profitability using
- Differential Analysis and Evaluation of Alternatives - Scenario
- In Financial Planning Solver Solver solution use solution
- Linear programming

DAY 4

- Computer skills
- Preparation of payroll and wages.
- Comprehensive rate of remuneration: principles of calculation and its uses in the areas of cost accounting.
- Auditing of wages and salaries.
- Procedures for the electronic operation of wages and the preparation of benefit statements

DAY 5

- Skills of increasing the use of graphical representation tools in presenting the results of financial analysis electronically
- I am an electronic data projector
- Skills of implementing electronic multi-dimensional presentation of financial analysis
- Workshop, practical applications and panel discussions



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