



أكاديمية الزمالة
العربية البريطانية



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Arab British Academy Fellowship
A.B.A.F





Preparation of computer calculations

Objectives

- To introduce participants to basic accounting concepts and how to flow accounting data through the accounting system
- Introducing the participants to the accounting course and the methods of recording and migrating accounting and settlement balances using computer
- Provide the participants with the skills to apply the procedures for determining the expenditure and revenue related to the financial period
- Provide participants with the ability to close accounts and prepare final accounts and budgets using computers
- Define the participants' basic financial statements, their importance and the benefits of each financial statement

Who Should Attend?

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

Seminar Outline

DAY 1

- The accounting information system: its concept, its objectives, the difference between knowledge, data and information
- Documentary Group, Book Group
- Accounting and financial instructions
- Different accounting methods



DAY 2

- The stages of the accounting cycle
- Analysis of financial operations as a double-entry basis
- Budget equation
- Accounting for Financial Operations
- Classification and classification of financial transactions in the ledger
- Summary of financial operations through the audit balance
- Practical cases

DAY 3

- Settlement of accounts
- Adjustment of expenses
- Revenue Adjustment
- Identification of receivables and introductions
- Preparing the balance of the audit after the settlement
- Various practical situations

DAY 4

- Preparation of adjustments and accounting restrictions for salaries and wages
- Preparation of the accounting adjustments and restrictions of the Covenant and safety
- Preparation of adjustments and accounting restrictions on advances and expenses
- Preparation of adjustments and accounting entries for revenues
- Preparation of adjustments and accounting restrictions on debts and guarantees
- Various applications and practical situations

DAY 5

- Basic accounting concepts and principles
- Principles and elements of accounting function
- Financial accounting terminology (assets, expenses, profit, cash flow, etc.)
- Financial statements: definition, uses
- The difference between accounting according to monetary basis and accounting according to the accrual basis



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