



أكاديمية الزمالة  
العربية البريطانية



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Arab British Academy Fellowship  
A.B.A.F





# Preparing lists and organizing final accounts

## Objectives

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- To introduce participants to basic accounting concepts and how to flow accounting data through the accounting system
- Defining the participants in the accounting course and the methods of recording and migrating the accounting and inventory adjustments.
- 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
- Define the participants' basic financial statements, their importance and the benefits of each financial statement.

## Who Should Attend?

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

## Seminar Outline

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### DAY 1

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

### DAY 2

- 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 3

- 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 4

- 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 5

- Preparation of settlement restrictions
- Set up lockout restrictions for accounts
- The balance of the audit after the closure restrictions
- Preparation of financial statements and final accounts of the revised audit balance
- Use the accounting worksheet to set up settlement and closing restrictions



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