



أكاديمية الزمالة  
العربية البريطانية



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Arab British Academy Fellowship  
A.B.A.F





# Electronic Secretarial

## 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.
- To provide participants with the skills to apply the accounting procedures on an accrual basis and to determine the financial period of expenses and revenues
- Provide participants with the ability to close accounts and prepare final accounts and budgets

## Who Should Attend?

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- Team leaders and supervisors
- Directors and Heads of Departments
- Executives
- Employees of the administrative sector
- Secretary and office supervisors
- Team leaders and professionals

## Seminar Outline

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### DAY 1

- Characteristics and objectives of government accounting.
- Explanatory theories of accounting in government units.
- Basis of accounting measurement used in government accounting.
- Government accounting rules.
- The technical components of the government accounting system (documents - books and records - reports).
- Practical applications on how to manage and implement the activities of the government accounting system.

### DAY 2

- 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 3

- Principles of accrual accounting
- 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 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

### DAY 5

- 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 accounting adjustments and restrictions
- Various applications and practical situations



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