



أكاديمية الزمالة
العربية البريطانية



أكاديمية الزمالة العربية البريطانية
Arab British Academy Fellowship
A.B.A.F





Strategies in Public Relations Management

Objectives

- 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?

- PR staff
- PR managers
- Team leaders and supervisors
- Directors and Heads of Departments
- Executives

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

- 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.



أكاديمية الزمالة
العربية البريطانية



أكاديمية الزمالة العربية البريطانية
Arab British Academy Fellowship
A.B.A.F

