

UNDERSTANDING & HANDLING FULL SETS OF ACCOUNTS

"Master the Complete Process of Preparing, Analyzing, and Managing Full Sets of Financial Accounts."

Schedule

Venue (InHouse)	Fees
At Your Organization Premises	Ask For The Quotation

► **Available delivery methods:** In-House Training

Introduction

This course provides comprehensive training on the preparation and management of full sets of accounts, enabling participants to confidently handle financial statements in accordance with accounting standards and regulatory requirements. From journal entries to final accounts, participants will learn practical skills to ensure accuracy and compliance.

Objectives

By the end of this course, participants will be able to:

- Understand the components of full sets of accounts including ledgers, trial balance, and financial statements
- Prepare accurate financial records and reports
- Apply accounting principles and standards to financial data
- Analyze financial statements for decision-making
- Identify and correct common errors in accounting
- Use accounting software tools effectively (optional)

Why Attend

- Build solid foundational skills in accounting
- Improve accuracy and compliance in financial record-keeping
- Enhance your ability to interpret financial information
- Gain practical experience through real-life case studies

Target Audience

- Junior accountants and bookkeepers
- Finance officers and clerks
- Small business owners and entrepreneurs
- Accounting students and trainees
- Anyone interested in understanding financial accounting

Individual Benefits

- Strengthen accounting and bookkeeping skills
- Increase confidence in handling full accounting cycles
- Learn best practices for financial reporting
- Prepare for professional accounting certifications

Organizational Benefits

- Improved accuracy in financial statements
- Enhanced internal controls and audit readiness
- Better financial transparency and compliance
- More effective financial decision-making

Instructional Methodology

- Interactive lectures and discussions
- Hands-on exercises and practical accounting tasks
- Case studies and group activities
- Use of sample accounting software demonstrations

Course Outline

DETAILED 5-DAY COURSE OUTLINE (CUSTOMIZABLE)

Training Hours: 7:30 AM – 3:30 PM Daily Format: 3–4 Learning Modules | Coffee Breaks: 09:30 & 11:15 | Lunch Buffet: 01:00 – 02:00

Day 1: Introduction to Accounting & Full Sets of Accounts

- Module 1 (07:30 – 09:30): Overview of Accounting Concepts and Principles
- Module 2 (09:45 – 11:15): Components of Full Sets of Accounts Explained
- Module 3 (11:30 – 01:00): Recording Transactions: Journals and Ledgers
- Module 4 (02:00 – 03:30): Trial Balance Preparation and Error Detection

Day 2: Preparation of Financial Statements

- Module 1 (07:30 – 09:30): Income Statement (Profit & Loss Account) Preparation
- Module 2 (09:45 – 11:15): Balance Sheet Preparation and Classification of Accounts
- Module 3 (11:30 – 01:00): Cash Flow Statement Basics
- Module 4 (02:00 – 03:30): Adjusting Entries and Accruals

Day 3: Analyzing Financial Statements

- Module 1 (07:30 – 09:30): Financial Ratios and Their Interpretation
- Module 2 (09:45 – 11:15): Common Accounting Errors and How to Correct Them
- Module 3 (11:30 – 01:00): Case Study: Analyzing a Sample Company's Accounts
- Module 4 (02:00 – 03:30): Practical Exercises in Statement Analysis

Day 4: Accounting Software & Automation (Optional)

- Module 1 (07:30 – 09:30): Introduction to Accounting Software Tools
- Module 2 (09:45 – 11:15): Entering Transactions and Generating Reports
- Module 3 (11:30 – 01:00): Reconciliation and Reporting Features
- Module 4 (02:00 – 03:30): Hands-on Practice Session

Day 5: Closing Accounts & Audit Preparation

- Module 1 (07:30 – 09:30): Year-End Adjustments and Closing Entries
- Module 2 (09:45 – 11:15): Preparing for Internal and External Audits
- Module 3 (11:30 – 01:00): Ethical Considerations and Compliance
- Module 4 (02:00 – 03:30): Final Assessment, Q&A, Certification

Certification

Participants will receive a Certificate of Completion in Understanding & Handling Full Sets of Accounts, validating their competency in comprehensive financial accounting.

Why Choose MAWA Events

- **Global Expertise:** More than 17 years of experience in professional training and consulting.
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In-House / Customized Training

Interested in running this course for your team?

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