



## INNOVATIVE MANAGEMENT & PROFESSIONAL TRAINING

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# FUNDAMENTALS OF ACCOUNTING

Duration: 6 hours



Accounting is the language of business. Become empowered to make better strategic decisions and advance your business when you gain a better understanding of financial processes and reports.

This seminar introduces participants to the basics of transaction accounting, financial statements, internal controls, accounts payables, and accounts receivables. The following areas will be covered in the session:

- Basic accounting terms and concepts
- The chart of accounts
- Transaction processing
- Introduction to Financial Statements: balance sheet & income statement
- Establishing Proper Internal Controls
- The importance of Accounts Payables in the organization
- Costly Accounts Payables errors and how to avoid them
- Managing your invoices
- Accounts Receivables and its impact on the organization's financial health
- The Accounts Receivables process

**Maximum number of participants: 20**