



Accounting Training

By Best Consultancy in partnership with BizSewa

Training Schedule

Teacher: Various

Daily Duration: 45–60 minutes

Day 1: Introduction to financial statements

Understanding the purpose of financial statements

Overview of the balance sheet, income statement, and statement of cash flows

Day 2: The balance sheet

Understanding assets, liabilities, and equity

Preparing a balance sheet

Day 3: The income statement

Understanding revenues and expenses

Preparing an income statement

Day 4: The statement of cash flows

Understanding cash flows from operating, investing, and financing activities

Preparing a statement of cash flows

Day 5: Accrual basis vs. cash basis accounting

Understanding the differences between accrual and cash basis accounting

Choosing the appropriate basis for an organization

Day 6: Double-entry accounting

Understanding the principles of double-entry accounting

Recording transactions using double-entry accounting

Day 7: The chart of accounts

Understanding the role of the chart of accounts

Setting up a chart of accounts

Day 8: Journal entries

Understanding the purpose of journal entries

Recording journal entries

Day 9: Adjusting entries

Understanding the purpose of adjusting entries

Preparing adjusting entries

Day 10: Closing entries

Understanding the purpose of closing entries

Preparing closing entries

Day 11: Internal controls

Understanding the importance of internal controls

Identifying and implementing internal controls

Day 12: Cash management

Understanding the importance of cash management

Techniques for managing cash flow

Day 13: Receivables management

Understanding the importance of receivables management

Techniques for managing accounts receivable

Day 14: Payables management

Understanding the importance of payables management

Techniques for managing accounts payable

Day 15: Inventory management

Understanding the importance of inventory management

Techniques for managing inventory

Day 16: Fixed assets

Understanding the concept of fixed assets

Recording and depreciating fixed assets

Day 17: Depreciation

Understanding the concept of depreciation

Calculating and recording depreciation

Day 18: Amortization

Understanding the concept of amortization

Calculating and recording amortization

Day 19: Leases

Understanding the concept of leases

Accounting for leases

Day 20: Partnerships

Understanding the concept of partnerships, Accounting for partnerships

Day 21: Corporations

Understanding the concept of corporations, Accounting for corporations

Day 22: Consolidations

Understanding the concept of consolidations

Preparing consolidated financial statements

Day 23: Foreign currency transactions

Understanding the concept of foreign currency transactions

Accounting for foreign currency transactions

Day 24: Equity transactions

Understanding the concept of equity transactions

Accounting for equity transactions

Day 25: Stock options

Understanding the concept of stock options

Accounting for stock options

Day 26: Bonds

Understanding the concept of bonds

Accounting for bonds

Day 27: Derivatives

Understanding the concept of derivatives

Accounting for derivatives

Day 28: Income taxes

Understanding the concept of income taxes

Accounting for income taxes

Day 29: Review

Reviewing key concepts and principles learned during the training

Day 30: Exam

Testing knowledge and understanding of accounting principles and concepts learned during the training.

