

# Catalogue de : Comptabilité - Fiscalité



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## Functional Analysis (FA) and Functional Specifications (CdCF)



**CF-49    2 Days (14 Hours)**



### Description

Why training in functional analysis? Functional analysis makes it possible to explain the need in terms of expected measurable results and not in terms of technical solutions. It therefore leaves more room for the emergence of solutions adapted to the real needs of the customer. The CdCF, a summary document of this functional expression of need, is a 'safeguard' in the design, whether internal or driven by a buyer within the framework of subcontracting.

### Who is this training for ?

#### For whom

Designer, engineer and R&D technician, industrialization manager and technician. Buyer, product manager, marketing manager, organizer. Project manager in industry and services. Any person involved in the creation of specifications or the expression of a need to develop or have developed products, processes, or services.

#### Prerequisites

None.

### Training objectives

- Specify the need in functional form.
- Write a customer-oriented CdCF document.
- Increase the buyer's negotiation margins.
- Lead a need expression group.
- Increase the potential for innovation. /p>

### Programme:

- En amont du présentiel
- Les bénéfices de l'AF
- Pratiquer l'AF en 4 étapes clés Recenser les fonctions.
- Piloter un groupe d'expression de besoin
- Réddiger le CdCF

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- Exploiter le CdCF et l'AF Le CdCF au service de la conception.

## Apply CET and property tax



**CF-46    2 Days (14 Hours)**



### Description

Local taxes that affect businesses represent a significant tax burden that must be controlled. This training covers the operating, reporting and control mechanisms of the territorial economic contribution (CET) composed of the business property contribution (CFE) and the business value added contribution (CVAE). It also addresses the property tax on built properties (TFPB) and other taxes on buildings. You will thus be able to optimize the amount of tax by using all the possibilities of relief and reduction and effectively control tax notices.

### Who is this training for ?

#### For whom

Accounting and financial manager, establishment accountant, sole accountant responsible for monitoring the local taxation applicable in the company.

#### Prerequisites

None.

### Training objectives

- Identify those liable for local taxes.
- Determine the tax bases.
- Prepare the declaration.
- Check the tax notices.
- Master the practical arrangements for obtaining relief.
- Know the other taxes on buildings .

### Programme:

- Contrôler la taxe foncière sur les propriétés bâties
- Définir la CET et son champ d'application Structure de la CET.
- Déterminer la cotisation foncière des entreprises Imposition sur les valeurs locatives foncières.
- Évaluer la cotisation sur la valeur ajoutée des entreprises (CVAE) Personnes et activités imposables

- Calculer et payer les autres taxes sur les immeubles

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## Apply IFRS 16 'lease contracts'



CF-46    1 Days (7 Hours)



### Description

IFRS 16 on leases will come into force from 2019 subject to its adoption by the EU. The IFRS 16 standard very significantly modifies the accounting of rentals by the lessee by making most rental contracts appear on the balance sheet. This training aims to help you implement this change by providing you with answers to practical questions: which contracts are affected? What accounting should be done? How to make the transition? What are the consequences for reading accounts?

### Who is this training for ?

#### For whom

Accounting and financial manager, consolidator, management controller and any person involved in the monitoring and accounting of rental contracts.

#### Prerequisites

None.

### Training objectives

- Measure the requirements and impacts of the new standard on rental contracts
- Master the key points of the new IFRS 16 standard
- Account for leases according to IFRS 16
- Master the options to take during the first application

### Programme:

- En amont du présentiel
- Situer les enjeux de la mise en œuvre de la nouvelle norme sur les locations
- Identifier un contrat de location
- Comptabiliser les contrats de location sous IFRS 16 Les caractéristiques à prendre en compte : durée du contrat ; taux d'actualisation ; garantie de valeur résiduelle ; paiements variables.
- Traiter les situations particulières
- Réaliser les choix de présentation Les choix de présentation dans les comptes des preneurs.

## Apply IFRS9



**CF-49    1 Days (7 Hours)**



## Description

The IFRS 9 standard 'recognition and measurement of financial instruments' has applied since January 1, 2018. The IFRS 9 standard entails three major modifications. First, it establishes a logical and unique approach for the classification and valuation of financial assets that reflects the business model of their management as well as their contractual cash flows. Next, it creates a unique, forward-looking depreciation model based on expected losses. Finally, hedge accounting is better supported by internal risk management. This training helps you apply this standard and address its application difficulties. It does not address the application of the standard in a banking environment but in a corporate environment.

## Who is this training for ?

### For whom

Accounting and financial manager, consolidator and management controller and any person involved in the monitoring and accounting of financial instruments and transactions on derivative instruments.

### Prerequisites

None.

## Training objectives

- Define the scope of application of financial instruments.
- Value and recognize primary financial instruments.
- Control the depreciation of financial assets.
- Recognize derivative instruments and hedging transactions.
- Meet the information obligations in the additional notes.

## Programme:

- En amont du présentiel
- Maîtriser le contexte de la norme IFRS 9
- Déterminer la dépréciation des actifs financiers
- Maîtriser la comptabilité de couverture

## Business accountant



CF-46 10 Days (70 Hours)



### Description

Accounting is a technical discipline based on fundamental concepts and a very rigorous regulatory framework. You want to become an accountant or consolidate experience acquired in the field to acquire solid professional skills. The objective of this 'Business accountant' training cycle is to offer you, over a reasonable period of time, progressive and complete training in accounting to lead you to the preparation of financial statements. In addition, to acquire true professional recognition, we offer a certification process to validate your skills.

### Who is this training for ?

#### For whom

Employee new to accounting or wishing to consolidate initial experience in an accounting department.

#### Prerequisites

None.

### Training objectives

- Read the balance sheet and the income statement
- Appropriate accounting logic and organization
- Use the chart of accounts and determine the allocations to be made on transactions
- Account for current purchasing, sales, investment, cash flow and personnel operations
- Participate in closing operations
- Prepare financial statements
- Know how to decipher the main financial indicators

### Programme:

- Positionner la comptabilité générale
- S'approprier la logique comptable
- Utiliser le plan comptable
- Comptabiliser les opérations

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- Se repérer dans l'organisation comptable
  - Se repérer dans l'organisation comptable
  - Enregistrer les opérations d'achat d'exploitation
  - Maîtriser les règles et enregistrer la TVA Le mécanisme de la TVA.
  - Comptabiliser les opérations d'investissement
  - Enregistrer les charges de personnel
  - Traiter les opérations de vente
  - Enregistrer les opérations de trésorerie, de financement et de placement
  - Réaliser la clôture des immobilisation
  - Évaluer et comptabiliser les stocks
  - Traiter la clôture du cycle ventes créances
  - Évaluer les charges et dettes d'exploitation
  - Évaluer les placements et financements
  - Établir les états financiers
  - Décrypter les principaux indicateurs du diagnostic financier

## Sole accountant



**CF-46      6 Days (42 Hours)**



## Description

The role of sole accountant is a rich and varied profession because it is intended to bring together all the management and steering missions of an activity. Conversely, in a larger company, the specialization of activities leads to accounting being entrusted to the accounting department, management to the management controller, and payroll to HR services. Obviously, the challenges are not the same in a small entity, the tools and professional practices must be tailored to the company. This training has been specially designed for the needs of unique accountants to give them the knowledge and tools to meet their three fundamental missions in the financial field: produce financial statements that comply with legal requirements, provide regular information to manage the business and ensure payroll is established.

## Who is this training for ?

## For whom

Sole accountant in position or accountant having already exercised the function of sole accountant in an SME or a decentralized entity.

## Prerequisites

None.

## Training objectives

- Carry out the accounting close
  - Establish the annual tax return
  - Forecast and monitor cash flow
  - Act on working capital requirements
  - Calculate margins
  - Build a dashboard to manage the activity
  - Learn the basic concepts of remuneration
  - Produce simple pay slips

## Programme:

- Maîtriser les opérations comptables de la clôture (amortissements, dépréciations, provisions...).

- Déterminer le résultat fiscal et calculer l'IS (réintégrations, déductions, crédits d'impôt...).
  - Établir la liasse fiscale.
  - Appliquer une démarche de révision comptable.
  - Activité à distance
  - Agir sur le BFR (gestion du crédit client).
  - Prévoir la trésorerie.
  - Suivre les coûts et les marges.
  - Piloter l'activité avec un tableau de bord (indicateurs de performance et de pilotage).
  - Activité à distance
  - Identifier les différentes parties du bulletin de paie.
  - Répertorier les différentes composantes de la rémunération.
  - Établir un bulletin de paie et calculer les cotisations sociales obligatoires.
  - Gérer les absences en paie (maladie, absences, congés...).
  - Sécuriser la paie en cas de départ.

## Construct the cash flow statement - Communicate cash indicators



CF-49    1 Days (7 Hours)



### Description

Cash flow indicators play a key role in measuring performance. Not only is cash flow a vital need for the company but it is also the result of all the actions undertaken in the company, everyone acts on cash flow in the company. Accounting managers have a decisive role in the construction of indicators but also in their communication to all stakeholders in the company to invite everyone to act on cash generation. This training offers you a methodology for constructing the cash flow statement and cash flow indicators and gives you all the keys to successfully analyzing and communicating the cash flow situation to the company's various stakeholders. /p>

### Who is this training for ?

#### For whom

Accounting and financial manager and management controller.

#### Prerequisites

None.

### Training objectives

- Delineate and select relevant indicators linked to cash flow
- Construct the cash flow table and associated indicators
- Communicate effectively on cash flow to engage operational staff in action.

### Programme:

- Traduire la performance économique de l'entreprise par la mesure de la trésorerie
- Repérer les leviers de la performance sur la génération de cash pour engager les opérationnels à agir
- Construire le tableau de flux de trésorerie et les indicateurs de trésorerie associés
- Communiquer à l'écrit et à l'oral sur le cash en allant à l'essentiel

## Check supplier invoices



**CF-45    1 Days (7 Hours)**



### Description

The invoice is the key document in the daily management of a business. It is the support for all commercial transactions; from a tax perspective it allows the exercise of the right to deduct VAT and finally in accounting it is a supporting document. The invoice is at the intersection of several accounting, commercial and tax regulations that an accountant must master. This one-day training course allows you to participate effectively in your company's purchasing process. You will validate that the regulations on the establishment, transmission, reception and storage of the invoice are respected and you will thus control the associated risks.

### Who is this training for ?

#### For whom

Accountant and accounting associate in charge of monitoring supplier accounts.

#### Prerequisites

None.

### Training objectives

- Master the establishment rules and invoicing methods
- Ensure that the formality of the invoice is respected
- Guarantee compliance with VAT obligations to secure the exercise of the right to recovery
- Apply the tax rules for conservation and storage

### Programme:

- En amont du présentiel
- Maîtriser les obligations et modalités de facturation
- Contrôler le respect des mentions obligatoires
- Maîtriser les règles de la TVA sur les factures
- Appliquer les règles de conservation des factures
- Après le présentiel, mise en œuvre en situation de travail

## Prepare current tax returns



CF-46    3 Days (21 Hours)



### Description

Current tax returns are generally prepared by the company's accounting department. To carry out this mission, it is necessary to master the principles and rules of taxation, as well as to know the different forms to complete. This very practical training covers the three main company taxes (IS, VAT, CET) and leads you to prepare declarations and complete the usual tax forms. This training addresses taxation by focusing on the most common tax situations and thus meets the needs of the greatest number of companies. It is therefore not aimed at participants wishing to be able to deal with complex tax situations.

### Who is this training for ?

#### For whom

Accountant, sole accountant, accounting or financial executive, with basic knowledge of taxation.

#### Prerequisites

None.

### Training objectives

- Determine the tax result
- Ensure budget monitoring and performance analysis for better management of the activity
- Calculate the tax payable and complete the forms
- Master the VAT rules applicable to usual situations
- Produce the monthly VAT declaration
- Calculate the territorial economic contribution

### Programme:

- Calculer l'impôt société
- Compléter les imprimés fiscaux
- Maîtriser les règles applicables à la TVA Délimiter les opérations imposables : opérations imposables et exonérées ; règles de territorialité sur les échanges de biens ; lieu d'imposition des prestations de services.
- Établir la déclaration de TVA Compléter la déclaration de TVA

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- Déclarer la contribution économique territoriale La CET et son champ d'application. Déterminer la cotisation foncière des entreprises (CFE).

## Prepare the VAT declaration



**CF-46    2 Days (14 Hours)**



### Description

This training allows you to master the regulations essential to the exercise of accounting professions to account for, establish the VAT declaration and carry out closing checks between the VAT recorded and the VAT declared.

### Who is this training for ?

#### For whom

Accounting employee who wishes to acquire or update their knowledge.

#### Prerequisites

None.

### Training objectives

- Master the tax regulations linked to VAT
- Complete the VAT declaration (CA3)
- Account for VAT and control VAT accounts

### Programme:

- Identifier les obligations en matière de TVA
- Délimiter les opérations imposables
- Définir les opérations exonérées
- Exercer le droit à récupération de la TVA
- Compléter la déclaration et comptabiliser la TVA

## Prepare financial statements according to IFRS standards



**CF-48    3 Days (21 Hours)**



### Description

This training in financial accounting led by practitioners is resolutely oriented towards the operational implementation of IFRS standards and is based on numerous practical cases and illustrations. During the training, you will carry out the transition of an entity's accounts from French format to IFRS format. In addition, the news of IFRS standards leads to significant changes in several areas: financial instruments (IFRS 9) and leasing contracts (IFRS 16).

### Who is this training for ?

#### For whom

Accounting or financial executive, consolidator and management controller.

#### Prerequisites

None.

### Training objectives

- Master the principles of presentation of financial statements under IFRS standards.
- Locate the impact of IFRS standards in the evaluation and presentation of assets and liabilities.
- Be able to establish accounts that comply with IFRS standards.
- Understand the main divergences between IFRS standards and the French framework.

### Programme:

- Identifier les caractéristiques des états financiers IFRS
- Comptabiliser les immobilisations incorporelles
- Comptabiliser les immobilisations corporelles Définition et comptabilisation.
- Traiter les contrats de location
- Maîtriser les modalités du test de dépréciation
- Constater et enregistrer les provisions
- Évaluer et enregistrer les avantages du personnel
- Comptabiliser les instruments financiers et les opérations en devises

## Evaluate and recognize deferred taxes



CF-48    2 Days (14 Hours)



### Description

The evaluation of deferred taxes is a particularly technical phase of the consolidation process which requires in-depth knowledge and a rigorous methodology. This comprehensive training built around practical cases and scenarios allows you to acquire the knowledge and above all the methods and mechanisms to apply to evaluate and account for your deferred taxes.

### Who is this training for ?

#### For whom

Consolidator, accounting and financial manager responsible for or participating in the calculation and accounting of deferred taxes.

#### Prerequisites

None.

### Training objectives

- Determine deferred taxes.
- Record deferred taxes on the balance sheet and income statement.
- Establish proof of tax for subsidiaries and the group.
- Present information in the appendix relating to deferred taxes.
- Integrate the consequences of tax integration on deferred taxes.

### Programme:

- Intégrer la problématique de l'impôt différé
- Évaluer et comptabiliser les impôts différés
- Prendre en compte l'incidence de l'intégration fiscale
- Construire la preuve d'impôt et compléter l'annexe

## Business Taxation



CF-49    8 Days (56 Hours)



### Description

Accounting managers generally carry out tax declaration formalities. To prepare accurate tax declarations and make the best use of tax provisions, it is essential to master the regulations and have good practice with printed materials. This is a difficult mission because the tax system is complicated, constantly evolving and tax returns are often complex to complete. In addition, each anomaly or error represents a loss of opportunity or puts the company at risk. This professional training cycle covers all business taxation: VAT, company tax, territorial economic contribution, taxes based on salaries and other taxes. It favors a very operational approach to taxation by relying on numerous business cases and by leading participants to work directly on tax forms. Thus, it guarantees that you will be able to take care of your company's tax declarations as soon as you return to work. A single training consultant will support you throughout the cycle, this system facilitates operational implementation by answering your questions during the intersessions.

### Who is this training for ?

#### For whom

Responsible for accounting and financial services. Chief Accountant. Sole accountant.

#### Prerequisites

None.

### Training objectives

- Master the organization of the French tax system.
- Apply VAT regulations and prepare the CA3 declaration.
- Determine the tax result and calculate corporate tax.
- Master the calculation of property tax.
- Declare and control the territorial economic contribution.
- Calculate and declare taxes based on salaries.
- Prevent the company from tax risks.

### Programme:

#### - Maîtriser l'organisation du système fiscal français

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- Appliquer la réglementation en matière de
  - Gérer le droit à déduction de la
  - Assurer le respect des obligations légales en matière de TVA
  - Déclarer les autres taxes acquittées en annexe à la déclaration de TVA
  - Connaître les principes de l'impôt sur les sociétés
  - Traiter les différences entre le résultat comptable et le résultat fiscal
  - Déterminer le résultat fiscal et l'impôt sur les sociétés compte tenu
  - Remplir les tableaux 2058 et 2059 de la liasse fiscale
  - Payer l'impôt
  - Appréhender les principes du régime de l'intégration fiscale
  - Maîtriser et contrôler la taxe foncière sur les propriétés bâties
  - Pratiquer la contribution économique territoriale (CET)
  - Déclarer les taxes assises sur les salaires
  - Faire face à un contrôle fiscal

## VAT in intra-community transactions



CF-49    2 Days (14 Hours)



### Description

Many companies carry out purchasing and selling operations for goods or services in the European Union. The regulations concerning these intra-community operations are complex and evolving. Good knowledge of VAT rules relating to intra-community transactions is essential to comply with reporting obligations and prevent tax risks. This is the purpose of this intra-community VAT training which leads you to determine the VAT rules applicable to different transactions and to carry out the various DEB, DES and VAT reporting obligations.

### Who is this training for ?

#### For whom

Chief accountant and employee of the accounting or administrative or logistics services in charge of the VAT declaration, the DEB or the DES.

#### Prerequisites

None.

### Training objectives

- Apply the VAT rules relating to intra-community exchanges of goods and services
- Know and practice the reporting obligations
- Complete the Declaration of Exchange of Goods (DEB) and the VAT declaration
- Obtain reimbursement of foreign VAT .

### Programme:

- Appréhender les règles de territorialité
- Situer les différentes obligations des assujettis
- Traiter les livraisons et acquisitions intracommunautaires
- Compléter la déclaration d'échange de biens et les registres obligatoires
- Appliquer les règles relatives aux prestations de services intracommunautaires
- S'organiser pour respecter les obligations Identifier les principaux risques. S'organiser pour l'établissement de la DEB et de la DES.

## The fundamentals of business taxation



**CF-45    2 Days (14 Hours)**



### Description

All economic events in the company have legal and accounting consequences, but also tax consequences. The tax variable therefore impacts the daily activity of all stakeholders in the company. This training is designed to acquire an initial knowledge of business taxation. It makes it possible to better take into account the tax impact of the company's various operations in its activity and thus to better dialogue with tax specialists. It also provides basic training in taxation with a view to further development.

### Who is this training for ?

#### For whom

Financier or management controller wishing to better integrate taxation into his activities. Accounting services employee. Sole accountant.

#### Prerequisites

None.

### Training objectives

- Understand the organization of the French tax system
- Master the basic mechanisms of business taxation
- Know the tax schedule and the main declarations
- Integrate the tax dimension into management decisions
- Identify the main tax risks

### Programme:

- Maîtriser les règles de la TVA
- Évaluer l'imposition du bénéfice à l'IS Le passage du résultat comptable au résultat fiscal.
- Mesurer l'incidence des impositions locales et des autres impôts Mécanisme de la contribution économique territoriale (CET) : la cotisation foncière des entreprises (CFE) ; la cotisation sur la valeur ajoutée des entreprises (CVAE).
- Partager les principes d'une bonne gestion fiscale

## The essentials of IAS / IFRS standards



CF-45    2 Days (14 Hours)



### Description

IFRS standards have established themselves as the reference accounting framework at the international level. Whether you are a user of IFRS standards or not, it is today necessary to maintain your accounting skills and preserve your employability to have a foundation of knowledge on IFRS standards. Resolutely practical, this short training allows you to quickly understand the key issues of IFRS standards, financial statements in international standards and to identify the main differences in treatment compared to French rules. In addition, three new major standards are now in force: IFRS 15 on revenue recognition, IFRS 9 on financial instruments and IFRS 16 on leases.

### Who is this training for ?

#### For whom

Manager or employee of accounting and financial services wishing to learn about IFRS standards.

#### Prerequisites

None.

### Training objectives

- Master the context and regulatory environment of IFRS standards
- Finding your way around financial information in IFRS standards
- Identify the main divergences with French standards

### Programme:

- Maîtriser le contexte et le cadre réglementaire des normes IFRS
- Lire les états financiers en normes IFRS
- Maîtriser les points principaux de la comptabilisation des actifs en normes IFRS
- Comptabiliser les passifs et reconnaître le revenu des activités
- Délimiter les principes de comptabilisation des instruments financiers Définition d'un instrument financier. La classification des instruments financiers.
- Activité à distance

## **Master customer accounting**



**CF-45      2 Days (14 Hours)**



## Description

The sales-customer accounting process represents a major challenge for the company. Indeed, any 'non-quality' in the processing of information has damaging consequences for the company on: customer relations, compliance with payment deadlines, the reliability of accounts and internal relations within the company. This training provides you with technical knowledge in the legal, accounting and tax fields useful in your client accounting missions. It will allow you to be an essential and effective accounting player in the company's sales-customer process.

## Who is this training for ?

## For whom

Accounting employee in charge of monitoring customer accounts.

## Prerequisites

None.

## Training objectives

- Master the fundamentals of commercial contracts
  - Participate effectively in the internal control system
  - Record sales transactions
  - Master the different payment methods and receivables financing operations
  - Process VAT on sales transactions
  - Evaluate and record closing operations in the customer sales process

## Programme:

- Maîtriser les aspects juridiques de la relation client
  - Participer à la maîtrise des risques du processus vente Définir les caractéristiques d'un dispositif de contrôle interne.
  - Enregistrer les opérations de facturation, d'encaissement et de financement
  - Traiter la TVA sur les opérations de vente

- Participer à l'élaboration des arrêtés comptables

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## Master the accounting of personnel costs



CF-45    2 Days (14 Hours)



### Description

Accounting for the different components of staff remuneration is often difficult to achieve because social and tax regulations are complex. Accounting professionals must translate these elements into the accounts and to carry out this mission, it is necessary for them to have sufficient mastery of the legal and social mechanisms of the different forms of remuneration. This training at the intersection of the fields of accounting and social regulation aims to help accounting employees to become effective interlocutors of Human Resources departments in order to guarantee the reliability of the accounting of the different elements of remuneration.

### Who is this training for ?

#### For whom

Accounting employee in charge of monitoring personnel-related operations.

#### Prerequisites

None.

### Training objectives

- Master the key concepts of payroll
- Be able to account for personnel-related operations
- Evaluate personnel-related provisions at the closing of the accounts
- Analyze and justify personnel-related accounts
- Communicate effectively with the payroll department

### Programme:

- Maîtriser les notions fondamentales en matière de rémunération
- Comptabiliser les opérations liées au personnel
- Réaliser les opérations de clôture liées au personnel Évaluation et comptabilisation des charges à payer : congés payés ; primes, intérressement. Les provisions pour risques et charges : les indemnités de fin de carrière ; les médailles du travail ; autre
- Contrôler et justifier ses comptes

## Master supplier accounting



**CF-45    2 Days (14 Hours)**



### Description

The purchasing-supplier process constitutes one of the main information processing chains. The quality of this process is crucial to guaranteeing the reliability of the accounts. Accounts payable carries out recording, control and payment missions, etc. to accomplish these different activities, legal, accounting, tax and relational skills are necessary. This training will help the accounting employee to fully fulfill their role on all accounts payable missions and to communicate better with their internal and external contacts to deal with anomalies.

### Who is this training for ?

#### For whom

Accountant and accounting associate in charge of monitoring supplier accounts.

#### Prerequisites

None.

### Training objectives

- Master the contractual aspects of the customer/supplier relationship
- Check and record purchase invoices
- Account VAT on purchasing transactions
- Participate in closing operations of the purchasing process
- Participate effectively in the internal control system

### Programme:

- En amont du présentiel
- Identifier le rôle et les acteurs du processus achat L'acheteur, l'approvisionneur, le réceptionnaire et le comptable.
- Contrôler et ordonner les factures
- Traiter la TVA sur les factures
- Comptabiliser les factures et les avoirs

- Participer à l'élaboration des situations comptables
- Être acteur de la maîtrise des risques du processus achat Les objectifs du contrôle interne.
- Après le présentiel, mise en œuvre en situation de travail

## Mastering VAT in supplier accounting



CF-48    2 Days (14 Hours)



### Description

In the purchasing process, the correct treatment of VAT represents an important financial and tax issue. Accounts payable plays an essential role in controlling the compliance of invoices with VAT rules and controlling the tax risk relating to VAT. This training offers an approach to VAT specifically adapted to the missions and activities carried out by employees of accounts payable departments.

### Who is this training for ?

#### For whom

Accountant and accounting associate in charge of monitoring supplier accounts.

#### Prerequisites

None.

### Training objectives

- Define the VAT mechanism and delimit the fundamental rules.
- Identify the nature and territoriality of the operation.
- Distinguish the obligatory information on invoices according to the type of operation.
- Identify and treat cases of reverse charge: intra-community acquisitions of goods and services.
- Recover foreign VAT.

### Programme:

- Maîtriser les principes de la TVA
- Définir les conditions générales de déductibilité de la TVA
- Identifier les dépenses exclues du droit à déduction
- Appliquer les différentes situations d'autoliquidation
- Récupérer les TVA étrangères Modalités de récupération des TVA étrangères.
- Comptabiliser et contrôler les comptes de TVA

## Master the tax issues of a group of companies



**CF-46    2 Days (14 Hours)**



### Description

The growth of a company generally occurs through the creation of subsidiaries for multiple reasons: integrating new investors, ensuring a division of risks, developing the activity internationally... This development in the form of a group leads to questions about taxation. The objective of this training is to provide an overview of the most common tax issues associated with the creation and management of a group of companies.

### Who is this training for ?

#### For whom

Accounting and financial manager wishing to have an overview of tax issues relating to the formation of a group.

#### Prerequisites

None.

### Training objectives

- Identify the tax issues linked to the existence of a group.
- Control the tax risks associated with the group's internal operations.
- Manage the group's current taxation in terms of IS and VAT.
- Identify the advantages and constraints of the tax integration regime.

### Programme:

- Identifier les incidences de l'existence du groupe sur la fiscalité
- Situer les contraintes fiscales relatives aux opérations de financement intragroupe
- Délimiter les risques liés aux prix de transfert La problématique des prix de transfert.
- Maîtriser le régime fiscal des participations et dividendes Définition fiscale des titres de participation.
- Constituer un groupe fiscal intégré
- Identifier les incidences de l'existence du groupe sur les autres impôts

## Prepare the balance sheet and tax package



**CF-45    2 Days (14 Hours)**



### Description

This training 'Creating the balance sheet and the tax package' focuses on determining the tax result, constructing the tax package and summary statements. Active teaching around a business case promotes easy transposition of the knowledge and methods acquired during training to one's own professional situation.

### Who is this training for ?

#### For whom

Employee of accounting and financial services participating in the preparation of 'accounting situations' and 'annual accounts'.

#### Prerequisites

None.

### Training objectives

- Determine the tax result and calculate the company tax
- Calculate and record participation
- Complete the tax form forms

### Programme:

- En amont du présentiel
- Déterminer le résultat fiscal La démarche de détermination du résultat fiscal.
- Calculer l'IS et la participation
- Établir la liasse fiscale Présentation des imprimés de la liasse.
- 258Après le présentiel, mise en œuvre en situation de travail

## Organize and make the closing of annual accounts more reliable



A row of five solid yellow five-pointed stars, centered horizontally on a teal background.

**CF-45      2 Days (14 Hours)**

## Description

The quality of the production of financial statements is judged mainly on two criteria: reliability and speed. To achieve successful closings while complying with these two requirements, it is important to implement optimized organization and procedures. This training helps you build the best organization and implement best practices to reduce accounting production times while guaranteeing reliable accounting production.

## Who is this training for ?

## For whom

Chief accountant, accounting or financial manager in charge of closing the annual accounts.

## Prerequisites

None.

# Training objectives

- Organize the account closing process
  - Manage the closing process
  - Putting risks under control
  - Implement best practices in the closing process
  - Build an account validation process

## Programme:

- Organiser le processus de clôture
  - 4 Étape 1 : sécuriser et organiser les processus comptables Construire sa cartographie des processus comptables.
  - Étape 2 : valider les comptes issus des processus amont Structurer la démarche de contrôle comptable. Définir les critères de qualité comptable : les assertions.
  - Étape 3 : produire les comptes Sécuriser la centralisation. Organiser la remontée d'information pour l'annexe. Étape 4 : faire valider les comptes Intégrer l'audit dès la phase préparatoire.
  - Utiliser les meilleurs outils pour piloter le processus de clôture

## Improvement in VAT in international operations



CF-45    2 Days (14 Hours)



### Description

Companies that carry out international exchanges of goods and services must consider the location of these operations to determine the applicable VAT regime. This regulation is complex; good control of the different situations is necessary to prevent tax risks linked to incorrect tax treatment or lack of compliance with the terms of application of the regulations. This training on intra-community VAT and more broadly on international operations focuses on the complex situations regularly encountered and provides you with operational answers to comply with tax provisions.

### Who is this training for ?

#### For whom

Accounting manager in charge of monitoring VAT in international operations.

#### Prerequisites

None.

### Training objectives

- Manage operations in and outside the European Union
- Process complex flows and specific flows
- Manage VAT identifications in several EU countries

### Programme:

- Repérer la nature de l'opération Définir les différents types d'opérations : internes ; intracommunautaires ; extracommunautaires.
- Qualifier les opérations en dehors de l'UE
- S'identifier dans des pays de l'UE ou en dehors de l'UE Les différents niveaux d'identification.
- Traiter les opérations complexes sur la DEB et la déclaration de TVA
- Traiter les prestations de service

## Practice of accounting for tangible and intangible assets



**CF-50    2 Days (14 Hours)**



### Description

Monitoring investments represents an important accounting issue. Developments in the PCG have strengthened the technicality of accounting monitoring of fixed assets by imposing a more economical approach. This training covers all accounting and tax issues relating to fixed assets. This accounting training provides practical answers to the questions you encounter daily in tracking fixed assets.

### Who is this training for ?

#### For whom

Accountant. Accounting employee. Accounting and financial collaborator responsible for monitoring fixed assets.

#### Prerequisites

None.

### Training objectives

- Determine the acquisition cost of fixed assets
- Calculate and record depreciation
- Implement the component approach
- Identify and treat impairment losses and exits
- Dealing with discrepancies between accounting and taxation

### Programme:

- En amont du présentiel
- Connaître la réglementation comptable et fiscale des immobilisations
- Comptabiliser les acquisitions d'immobilisations
- Constater les amortissements
- Évaluer et enregistrer les pertes de valeurs des actifs Calcul et comptabilisation d'une perte de valeur.
- Contrôler et justifier ses comptes d'immobilisations

- Après le présentiel, mise en œuvre en situation de travail

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## **General accounting practice - Level 2**



**CF-46      2 Days (14 Hours)**

## Description

This training in general accounting explores the main upstream accounting processes, it provides you with the knowledge and professional reflexes essential to guarantee reliable accounting records in compliance with accounting rules.

# Who is this training for ?

### For whom

Accountant, accounting employee, bookkeeper.

## Prerequisites

None.

## Training objectives

- Account and validate current purchasing, sales and cash flow operations.
  - Process and account for VAT.
  - Process acquisitions and disposals of fixed assets.
  - Record financing and investment operations.
  - Perform routine accounting controls .

## Programme:

- Contrôler et comptabiliser les factures d'achat
  - Maîtriser les règles et enregistrer la TVA
  - Contrôler et comptabiliser les factures de vente
  - Traiter les opérations de trésorerie
  - Comptabiliser les opérations d'investissement
  - Contrôler et justifier ses comptes

## General accounting practice - Level 3



CF-46    2 Days (14 Hours)



### Description

This training covers all of the closing operations to be carried out on each of the company's accounting processes: purchases, sales, stocks, personnel, fixed assets, etc. At the end of this professional training in accounting, participants will be able to contribute effectively to the closure of accounts.

### Who is this training for ?

#### For whom

Accounting employee participating in the closing.

#### Prerequisites

None.

### Training objectives

- Evaluate and record depreciation and amortization.
- Evaluate and record inventories.
- Apply the principle of separation of financial years.
- Record provisions for risks and charges.
- Record closing entries related to financial assets and liabilities.

### Programme:

- Respecter les obligations légales
- Réaliser la clôture des opérations d'investissement
- Évaluer et comptabiliser les stocks
- Traiter la clôture du cycle ventes créances
- Évaluer les charges et dettes d'exploitation
- Évaluer les placements et financements

## General accounting practice - Level 1



CF-46    2 Days (14 Hours)



### Description

To act effectively and progress in the accounting profession, it is necessary to perfectly master the technical fundamentals of accounting: the balance sheet, the income statement, the credit debit, the accounting statements, the chart of accounts. This training guarantees the acquisition of essential knowledge for any business accountant to be more productive, more efficient, and give meaning to their daily accounting activities.

### Who is this training for ?

#### For whom

Accountant, accounting employee, bookkeeper starting out or wishing to re-appropriate the fundamental mechanisms of accounting to progress in their profession and understand the meaning of their tasks within the accounting department.

#### Prerequisites

None.

### Training objectives

- Understand the balance sheet, the income statement and the accounting organization.
- Use the chart of accounts and determine the accounting allocation.
- Account for current operations.
- Find your way through the accounting documents
- Perform basic accounting controls .

### Programme:

- Découvrir la logique du bilan : l'équilibre des emplois et ressources
- Traduire l'activité de l'entreprise par le compte de résultat
- Utiliser le plan comptable
- Comptabiliser les écritures
- Se repérer dans l'organisation comptable

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## Practice of account consolidation - Level 1



CF-50    3 Days (21 Hours)



### Description

The production of consolidated accounts is based on a complex accounting process involving many players. This training is aimed at all stakeholders in the consolidation process. It gradually unfolds the different stages of the construction of consolidated accounts: scope, methods, restatements, conversion, elimination of internal operations, deferred taxation, etc. and provides you with the technical knowledge and operational know-how essential to establishing the consolidated accounts. To facilitate the acquisition of skills, it relies on the gradual realization of the consolidation of a group of companies. A very concrete approach which guarantees you easy appropriation of the mechanisms and concepts of the consolidation of accounts applicable under French standards and IFRS.

### Who is this training for ?

#### For whom

Consolidator and financial or accounting executive participating in the consolidation of accounts under IFRS or French standards.

#### Prerequisites

None.

### Training objectives

- Master regulations and consolidation mechanisms
- Prepare and organize the consolidation
- Prepare and organize the consolidation
- Prepare and organize the consolidation
- Make consolidation entries
- Preparing the accounts of a group of companies
- Check consolidation using the statement of changes in equity

### Programme:

- Maîtriser le cadre réglementaire L'environnement réglementaire.
- Déterminer le périmètre Les différents contrôles : exclusif, conjoint et influence notable.

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- Les méthodes de consolidation L'intégration globale.
- Organiser la consolidation
- Réaliser les écritures de retraitement Les retraitements obligatoires.
- Éliminer l'incidence des opérations internes Les opérations sans incidence sur le résultat.
- Constater les impôts différées
- Effectuer la conversion des comptes
- Éliminer les titres et partager les capitaux propres Partage des capitaux propres. Élimination des titres.

## Practice of account consolidation - Level 2



CF-49    3 Days (21 Hours)



### Description

The construction of the equity variation table summarizes and validates the reliability of the consolidation process. Its construction is based on a rigorous establishment methodology. In the same way, the preparation of the cash flow statement is based on a precise approach to analyzing flows and consolidating monetary flows. This training leads the participant to approach the construction of these different consolidated financial statements in a methodical and very operational manner. It is an extension of the 'Practical account consolidation - Level 1' training and is aimed at consolidators working under IFRS or French standards.

### Who is this training for ?

#### For whom

Accounting or financial manager responsible for or participating in the preparation of consolidated accounts under IFRS or French standards.

#### Prerequisites

None.

### Training objectives

- Establish the statement of changes in equity.
- Deal with variations in scope.
- Structure and lead the process of constructing the cash flow statement.
- Deal with the specificities of the consolidated cash flow statement.

### Programme:

- Construire le tableau de variation des capitaux propres
- Traiter les variations de périmètre
- Établir le tableau de flux de trésorerie
- Traiter les spécificités du tableau de flux de trésorerie consolidé

## Corporate tax practice



CF-45    2 Days (14 Hours)



### Description

The determination and management of tax income requires a good mastery of the rules and mechanisms of direct corporate taxation. Calculating and managing tax results means making choices taking into account several parameters. This training covers corporate tax in a comprehensive manner, it is oriented towards immediate application of the knowledge acquired by favoring practical cases and direct transposition onto tax forms.

### Who is this training for ?

#### For whom

Chief accountant. Accounting manager. Sole accountant.

#### Prerequisites

None.

### Training objectives

- Master the rules and mechanisms for determining tax results
- Calculate corporate tax
- Complete tables 2058 and 2059 of the tax return
- Treat deficit situations
- Determine payment terms

### Programme:

- Connaître les principes de l'impôt sur les sociétés
- Traiter les charges déductibles
- Délimiter l'imposition des produits La règle de rattachement des créances.
- Déterminer le résultat fiscal et l'impôt sur les sociétés compte tenu : Des réintégrations et des déductions.
- Remplir les tableaux 2058 et 2059 de la liasse fiscale
- Payer l'impôt

## Practice of tax integration



**CF-45    2 Days (14 Hours)**



### Description

The tax integration regime is widely used within groups. The integration work concerns both the parent company's accountants and those of the subsidiaries. This training covers the specificities of the tax integration system, constantly relying on the tax forms to be completed. A complete integration case will be carried out during the training so the participants will be perfectly operational to work on the declaration of their own company.

### Who is this training for ?

#### For whom

Accounting and financial manager responsible for establishing the tax return within a tax integrated group.

#### Prerequisites

None.

### Training objectives

- Know the rules of the tax integration regime
- Acquire the methodology for achieving tax integration
- Calculate the group's overall result
- Complete the tax forms specific to tax integration

### Programme:

- Maîtriser les principes de l'intégration fiscale
- Appréhender le processus déclaratif
- Déterminer le résultat de chacune des sociétés Le traitement des déficits antérieurs à l'intégration.
- Déterminer le résultat du groupe Les jetons de présence.
- Évaluer les plus et moins-values à long terme Détermination des plus et moins-values à long terme. Élimination des opérations internes au groupe. Calcul de la plus ou moins-value à long terme du groupe.

- Comptabiliser et payer l'impôt Évaluer la charge d'IS. Répartition de la charge d'IS aux sociétés du groupe.
- Traiter les sorties du périmètre d'intégration
- Maîtriser les règles d'un contrôle fiscal d'un groupe

## Prepare, establish and close the annual accounts



CF-45    6 Days (42 Hours)



### Description

The closing of annual accounts requires a lot of technical knowledge - legal, accounting and tax - which is constantly evolving. This training cycle allows you to acquire accounting and tax skills with a view to preparing annual accounts. It involves carrying out step-by-step the different stages of the closing process and establishing the financial statements and the tax return. The teaching is based around a business case carried out during the training cycle. This approach, corresponding to business practice, guarantees easy transposition of the knowledge and methods used during training into a professional situation.

### Who is this training for ?

#### For whom

Responsible for accounting for establishments or subsidiaries. Accounting employee participating in closing operations, sole accountant of SME.

#### Prerequisites

None.

### Training objectives

- Acquire recognized skills, making the participant autonomous and responsive to: organize and plan account closing activities; Evaluate and record accounting transactions related to closing; Build your account control file; Determine the company's tax results and complete the tax return; Prepare the company's annual accounts and financial information documents; Present the performance and financial situation of the company

### Programme:

- Organiser le processus de clôture des comptes
- Maîtriser les opérations de clôture
- Fiabiliser la clôture des comptes
- Traiter les différences entre le résultat comptable et le résultat fiscal
- Déterminer le résultat fiscal et l'impôt sur les sociétés

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- Traiter les déficits
- Payer l'impôt
- Activité à distance
- Construire le tableau de flux de trésorerie
- Élaborer l'annexe
- Présenter la performance et la situation financière

## Carry out the accounting closure and implement a review process



**CF-45    2 Days (14 Hours)**



### Description

This training pursues these two objectives: applying the rules and knowing how to self-monitor to produce reliable accounts quickly.

### Who is this training for ?

#### For whom

Employee of accounting and financial services participating in the preparation of 'accounting situations' and 'annual accounts'.

#### Prerequisites

None.

### Training objectives

- Update your accounting knowledge
- Process closing operations across all company processes
- Structuring a self-monitoring process
- Perform and document accounting controls

### Programme:

- Se repérer dans l'organisation d'une clôture
- Effectuer la clôture des opérations d'exploitation
- Comptabiliser les opérations liées aux investissements
- Clôturer les opérations de financement et placement S'assurer du rattachement des charges et produits financiers à la période. Évaluer et enregistrer les dépréciations se rapportant aux actifs financiers.
- Réviser ses comptes pour s'assurer de leur fiabilité Construire une démarche de révision par cycle.

## Create an effective and communicative accounting review file



**CF-45    1 Days (7 Hours)**



### Description

This very operational day is centered on the implementation of an accounting review process by constructing a closing file. It aims to create an account control tool which is a tool shared by the entire accounting team and leads to the implementation of progress actions.

### Who is this training for ?

#### For whom

Accounting and accounting manager participating in the orders.

#### Prerequisites

None.

### Training objectives

- Adopt a risk approach to guarantee the reliability of the accounts
- Implement a shared control methodology
- Use the accounting review as a source of progress for the accounting function

### Programme:

- Planifier sa clôture, identifier les zones à risques et définir les objectifs et modalités de révision comptable
- Définir la check list de contrôles adaptée aux risques
- Organiser son dossier de travail pour gagner en efficacité et favoriser le travail d'équipe et la coopération
- Capitaliser et engager une démarche de progrès à partir des faiblesses identifiées

## Tax dematerialization of invoices



**CF-48    1 Days (7 Hours)**



### Description

Public and private contractors are increasingly requiring their suppliers to send electronic invoices. This internship will allow you to understand their requirements and tax constraints, choosing the available offers and solutions best suited to your organization.

### Who is this training for ?

#### For whom

DAF, chief accountants, business project managers, DSI, MOA, IT studies managers.

#### Prerequisites

None.

### Training objectives

- Master the legal framework for the dematerialization of invoices.
- Prepare and deploy an invoice dematerialization project.
- Optimize the costs and implementation times of the project.
- Understand the technical and commercial solutions on the market

### Programme:

- Connaître le cadre juridique
- Préparer la mise en oeuvre du projet et son retour sur investissement
- Optimiser ses coûts et réussir son déploiement
- Connaître les solutions et outils disponibles

## Evaluate training actions



**CF-45    2 Days (14 Hours)**



### Description

Training actions represent a major lever for developing employee skills. How can we measure their effectiveness and implement appropriate evaluation systems? This course will show you how to build an evaluation system that fits into the overall training approach.

### Who is this training for ?

#### For whom

Training Manager and any person required to implement training actions.

#### Prerequisites

None.

### Training objectives

- Evaluate training actions in relation to general and educational objectives Analyze gaps and look for causes Implement corrective actions Measure the impacts of training actions and know how to communicate them

### Programme:

- Intégrer l'évaluation des actions dans le processus global de la formation
- Adapter le dispositif d'évaluation en fonction de l'action de formation
- Mesurer les impacts des actions de formation et communiquer efficacement

## Trainer: managing difficult relational situations



**CF-45    2 Days (14 Hours)**



### Description

This course will allow you to better understand how the dynamics of a group in training work. You will learn to adapt your teaching to your participants, deal with difficult situations and overcome resistance.

### Who is this training for ?

#### For whom

Trainers, coaches required to manage group dynamics, occasional trainers, tutors. Anyone wishing to develop their comfort and deepen their relational techniques in training.

#### Prerequisites

None.

### Training objectives

- Locate the elements of group dynamics Know how to lead participants in training Adapt activities to learning profiles Handling delicate situations Overcome resistance to change using appropriate techniques

### Programme:

- Identifier les éléments de la dynamique de groupe
- Cerner les différents profils d'apprentissage
- Etre réactif face aux situations difficiles
- Comprendre les résistances au changement et y faire face

## Prezi, boost your presentations with an original tool



**CF-45    2 Days (14 Hours)**



### Description

Today, a Powerpoint presentation no longer surprises and can be perceived as a series of boring slides. Prezi then constitutes an original alternative. You will discover the tool and the techniques and tips for creating and delivering innovative and impactful presentations.

### Who is this training for ?

#### For whom

Anyone who designs presentations.

#### Prerequisites

None.

### Training objectives

- Getting started with Prezi software Create a presentation Integrate different content on Prezi Use a Prezi presentation Highlight essential messages and liven up your presentation

### Programme:

- Démarrer avec Prezi
- Créer une présentation Prezi
- Intégrer différents contenus sur Prezi
- Exploiter une présentation Prezi
- Adapter Prezi à son usage



## Master customer accounting



CF-45    3 Days (21 Hours)



### Description

Know and apply the legal, accounting and tax rules of customer accounting. Master the rules relating to VAT. Anticipate the risks of non-payment and apply amicable and contentious recovery methods.

### Who is this training for ?

#### For whom

Accounting employees in charge of monitoring customer accounts.

#### Prerequisites

None.

### Training objectives

- Master the legal and regulatory aspects of customer relations
- Make the main accounting entries relating to transactions with customers
- Master the calculations of exchange differences
- Master the main VAT calculations on customer transactions
- Enter inventory operations linked to sales and customer receivables
- Use methods of prevention and amicable recovery of unpaid debts

### Programme:

- Le poids des comptes clients dans la comptabilité et la gestion financière
- Les aspects juridiques de la relation client
- La comptabilisation des opérations de vente
- La comptabilisation des opérations d'encaissement
- La comptabilité client et la gestion de la TVA
- L'arrêté des comptes
- La prévention des impayés et le recouvrement amiable

## Integrate a PLU (Local Urban Plan) into a GIS, Best practices for creating and editing a PLU in a GIS.



**CF-45    3 Days (21 Hours)**



### Description

This course covers the legal aspects of Local Urban Planning Plans (PLU), COVADIS standards, the different stages of creating a PLU, as well as the practical integration of a PLU into a Geographic Information System (GIS), including the collection, editing, analysis and restitution of cartographic data.

### Who is this training for ?

#### For whom

Employees, project managers, technicians, students, job seekers, elected officials involved or who will have to intervene in the constitution of the P.L.U.

#### Prerequisites

- Be familiar with the Windows environment and basic GIS concepts.
- Having previously used GIS software.

### Training objectives

- Optimize the use of GIS
- in the structuring of a P
- L
- U
- Know how to restore geographic databases specified in the P
- L
- U
- specifications Master good practices for “topological” scanning of a PLU
- \*

### Programme:

- 1er JOUR/Theorie
- 2eme JOUR/Pratique

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- 3eme JOUR

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## GIS TO CARRY OUT ENVIRONMENTAL IMPACTS STUDIES



CF-49    3 Days (21 Hours)



### Description

Theory and legal context of environmental impact studies, practical place of GIS in concrete cases,

### Who is this training for ?

#### For whom

Employees, students, job seekers called upon to carry out environmental impact studies.

#### Prerequisites

None.

### Training objectives

- Optimize the use of GIS in each stage of the impact study
- Master GIS sufficiently to organize your work and be operational to carry out environmental impact studies,

### Programme:

- 1er jour/Theorie
- 2eme jour/Pratique sur un cas concret
- 3ème Jour/Pratique sur un cas concret (suite)

## Sage Accounting



CF-49    3 Days (21 Hours)



## Description

Training on Sage will allow you to master all general, analytical and budgetary accounting.

## Who is this training for ?

### For whom

Accountants and bookkeepers

### Prerequisites

In order to follow the training, it is recommended to have basic computer knowledge and good accounting skills

## Training objectives

- Get to grips with the software
- Start/complete and personalize an accounting file
- Keep general and auxiliary accounts for an SME/SMI

## Programme:

- Module 1 de la formation Sage Comptabilité : La création de la structure
- Module 2 de la formation Sage Comptabilité : La comptabilité fournisseur
- Module 3 de la formation Sage Comptabilité : La comptabilité client
- Module 4 de la formation Sage Comptabilité : La saisie de trésorerie
- Module 5 de la formation Sage Comptabilité : Procédure de fin d'exercice
- Module 6 de la formation Sage Comptabilité : Les opérations de trésorerie
- Module 7 de la formation Sage Comptabilité : La comptabilité analytique
- Module 8 de la formation Sage Comptabilité : Mise en page
- Module 9 de la formation Sage Comptabilité : La gestion des budgets

## Set up analytical accounting



CF-45    3 Days (21 Hours)



### Description

Analytical accounting allows the company to have in-depth knowledge of the elements that constitute its results. This training will teach you to use different cost calculation methods, to interpret the results and thus contribute to better management of the company.

### Who is this training for ?

#### For whom

This training is aimed at anyone from accounting, administrative or financial services responsible for cost calculation, accounting analysis or establishing cost prices.

#### Prerequisites

Knowledge of basic accounting mechanisms.

### Training objectives

- Know the essential principles of cost accounting Master the methods of calculating full, partial and real costs Establish profitability thresholds for the company Ensure budgetary monitoring and control

### Programme:

- Définir les principes généraux de la comptabilité analytique
- Maîtriser la logique des coûts complets
- Appliquer les méthodes fondées sur la logique des coûts partiels
- Analyser les coûts réels
- Comprendre la logique de la comptabilité par activités

## Accounting, daily operations practice



CF-45    3 Days (21 Hours)



### Description

This internship will allow you to master current accounting operations and record financing and investment operations. You will also learn to master VAT processing and fixed asset management.

### Who is this training for ?

#### For whom

This training is aimed at Accountants or employees of accounting and financial services.

#### Prerequisites

Knowledge of the basic mechanisms of general accounting.

### Training objectives

- Control and record operations related to purchases and sales Master VAT processing Record cash, investment and fixed assets transactions Control and justify the accounts

### Programme:

- Contrôler et comptabiliser les opérations liées aux achats
- Contrôler et comptabiliser les opérations liées aux ventes
- Enregistrer les différentes écritures de régularisation.
- Enregistrer les différentes opérations de trésorerie et de banque
- Gérer les opérations d'investissement
- Contrôler et justifier les comptes

## Normes US GAAP



CF-46    2 Days (14 Hours)



### Description

US GAAP (United States Generally Accepted Accounting Principles) standards govern the **accounting rules** in the United States. Understanding them is therefore a necessity when analyzing the financial performance indicators of Anglo-Saxon groups. Our **US GAAP standards training** will provide you with the basic knowledge to master Anglo-Saxon standards and their regulations.

### Who is this training for ?

#### For whom

DAF

Responsable financier international

Comptable Export

Responsable filiale

#### Prerequisites

Master the fundamentals of accounting to follow the **US GAAP standards training**

### Training objectives

- Know how to read and interpret Anglo-Saxon accounts.
- Be able to compare the approach with known standards (PCG, IFRS).
- Understand the financial performance indicators of Anglo-Saxon groups

### Programme:

- I. Examiner le référentiel comptable Américain
- II. Utiliser les états financiers et les écritures comptables
- III. Examiner les différences entre les normes IFRS et US GAAP

## Confirmed Accountant



CF-48    5 Days ( Hours)



### Description

The training program is, on the one hand, designed in a modular manner to allow participants great flexibility, and on the other hand it is based almost 80% on real practical exercises from concrete company cases.

### Who is this training for ?

#### For whom

This training is aimed at anyone in general and accountants in particular who wish to develop and take on responsibilities in the field of accounting to become an experienced accountant.

#### Prerequisites

Notions de base

### Training objectives

- Perfectly master the main accounting principles
- Account for current and complex entries
- Guarantee reliable information necessary for closing accounts
- Prepare inventory work Manage all tax and social aspects
- Prepare declarations
- Practice the accounting mechanisms and make end-of-year entries
- Prepare the company accounts and the various tax and social declarations

### Programme:

- Rappel des mécanismes comptables et comptabilité avancée
- Aspects juridiques liés aux formes de sociétés
- Préparation et production des états de synthèse
- Maitrise des aspects fiscaux ( IS-IR-TVA) –Etablissement déclarations fiscales
- Gestion de la paie – Déclarations sociales mensuelles CNSS-CIMR – annuelles Etat 9421

- Acquisition des compétences analytiques et de gestion, indispensables à l'expertise d'une organisation

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## Financial Management: Preparation and Analysis of Financial Statements



CF-49    6 Days (36 Hours)



### Description

This training allows learners to learn how to set funding priorities.

### Who is this training for ?

#### For whom

Administrative and Financial Directors  
Administrative and Financial Manager  
Auditors  
Consultants  
Organizational leaders

#### Prerequisites

In order to follow the Preparation and Analysis of Financial Statements training, no special knowledge is required

### Training objectives

- The preparation of financial statements according to SYCOHADA standards
- The control of financial statements
- The interpretation of the different tables and different information in the financial statements

### Programme:

- Module 1 de la formation Elaboration Et Analyse Des Etats Financiers : Rappel sur les objectifs et les dispositifs régissant la norme comptable
- Module 2 de la formation Elaboration Et Analyse Des Etats Financiers : Le fonctionnement usuel ou courant d'un système comptable.
- Module 3 de la formation Elaboration Et Analyse Des Etats Financiers : Les travaux nécessaires à l'élaboration de documents comptables.
- Module 4 de la formation Elaboration Et Analyse Des Etats Financiers : La gestion fiscale en matière d'impôt sur le résultat

- Module 5 de la formation Elaboration Et Analyse Des Etats Financiers : L'élaboration des états de synthèse.

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## Sage X3 : The SEI modules



CF-50    4 Days ( Hours)



### Description

Sage X3 SEI module training is designed to provide participants with the skills needed to fully exploit the analytics and reporting capabilities of Sage X3.

### Who is this training for ?

#### For whom

This training is aimed at system administrators, data analysts, project managers and anyone responsible for data analysis and reporting in Sage X3.

#### Prerequisites

Basic knowledge of Sage X3 or equivalent experience in an ERP system.

Familiarity with basic concepts of data analysis.

Understanding of the company's business processes.

### Training objectives

- Master the use of the SEI (Sage Enterprise Intelligence) module in Sage X3 for analysis and reporting.
- Learn how to create custom reports, dashboards and data visualizations in SEI.
- Understand the best data modeling practices for effective analysis.
- Know how to interpret data in order to make strategic decisions based on the information provided by SEI.

### Programme:

- Introduction à SEI et Configuration Initiale
- Création de Rapports dans SEI
- Tableaux de Bord Interactifs
- Modélisation des Données et Analyse
- Administration et Gestion des Utilisateurs