

## Accounting, practice of complex operations



DB-52 3 Days (21 Hours)

### Description

This internship will allow you to master complex accounting operations and record financing and investment transactions. You will also learn to master VAT processing, fixed asset management and accounting for personnel costs.

### Who is this training for ?

#### For whom

Accountants or employees of accounting and financial services.

#### Prerequisites

Aucune

### Training objectives

- Control and account for operations linked to purchases and sales
- Control the processing of VAT
- Record cash flow, investment and fixed assets operations
- Control the processing of personnel expenses
- Control and justify the accounts

### Training program

#### Respecter les obligations légales

- Know the changes to the General Accounting Plan.
- The income statement and balance sheet items.
- Know the internal control system.
- Exercise: Quiz on the balance sheet and the income statement.

#### Contrôler et comptabiliser les opérations liées aux achats

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email We are at your disposal De Lun - Ven 09h00-18h00

- Substantive and formal conditions of invoices.
- Record and validate accounting entries.
- Manage foreign currency transactions.
- Save the different adjustment entries.
- Exercise: Record different purchase invoices.

### Contrôler et comptabiliser les opérations liées aux ventes

- Account the various sales transactions.
- Manage currency transactions.
- Manage and record unpaid debts.
- Record the various entries adjustment.
- Exercise: Record different sales invoices.

### Comprendre et maîtriser le traitement de la TVA

- Reminder of the main mechanisms.
- VAT on debits, collections.
- Record the VAT collected, deductible, the VAT payable or VAT credit, l 'VAT reverse charge.
- Check the VAT accounts during the declaration.
- Exercise: Record the VAT settlement.

### Enregistrer les différentes opérations de trésorerie et de banque

- Know how to manage the different payment methods.
- Account for commercial instruments.
- Record loans and borrowings.
- Account for investment securities (purchase, transfer).
- Exercise: Record commercial instruments as well as treasury and bank entries.

### Gérer les opérations d'investissement

- Define the characteristics of fixed assets.
- Carry out the physical inventory of fixed assets.
- Record maintenance and repair expenses.
- Exercise: Accounting for the acquisition and disposal of a fixed asset.

### Maîtriser le traitement des charges du personnel

- Understand the content of a pay slip.
- Record payroll entries and operations.
- Check pay items.
- Exercise: Record payroll entries.

### Contrôler et justifier les comptes

- Analyze and document third-party accounts.
- Understand the account control process in order to justify account balances.
- Exercise: From of a balance before inventory, letter, justify accounts.