

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

Training program

Contrôler et comptabiliser les opérations liées aux achats

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

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 regularization.

Enregistrer les différentes écritures de régularisation.

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

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).

Gérer les opérations d'investissement

- Define the characteristics of fixed assets.
- Carry out the physical inventory of fixed assets.
- Record maintenance and repair expenses.

Contrôler et justifier les comptes

- Analyze and reconcile third-party accounts.
- Understand the account control process.
- Justify account balances.