



PROGRAMME OUTLINE for FINANCIAL ACCOUNTING, FAST CLOSING & FINANCIAL REPORTING EXCELLENCE

Day 1 : Accounting Foundations & Financial Analysis

9.00am to 10.30am

Module 1: Managing P&L & Cash Flow (Simulation exercise)

Objective: with little or zero accounting knowledge, will walk participants through their business or new business on sales, purchases, operating expenses, investment, capital injection, depreciation & interest payment

- you see your own P&L, Balance sheet, cash flow & equity
- provide strategies (using goal seek) to improve your cash flow & P&L position

10.30am to 10.45am

Morning Break

10.45am to 11.45am

Module 2: Improve Cash Flow & Profitability Position (Practical Case Study)

Objective: Use financial tools of goal seek & solver to meet management target of sales, profit & cash flow position

- Applying what if analysis (goal seek & solver)
- Applying profitability strategy management framework
- Formulation stage
- Execution stage
- Evaluation stage

11.45am to 1.00pm

Module 3: Recording and Analysing Business Transactions

- Understanding Main Books of Accounting System for any type of Business Operations
- Journal, Ledger and Source Documents
- Ensuring Relevant Supporting Documents for Accounting Transactions
- Books of Original Entries – Types of Journals and Cash Book
- Ledger System – General Ledgers, Subsidiary Ledgers – Posting into Ledgers
- Proper Classification of Expenses to Avoid problems with Tax Authorities

1.00pm to 2.00pm

Lunch Break

2.00pm to 3.30pm

Module 4: Preparation of Final Accounts

- Balancing Accounts and preparing Trial Balance to ensure accuracy of double entry system
- Detectable / Non-Detectable Errors
- Trading Accounts / Profit & Loss Accounts / The Financial Position
- Final Accounts with Adjustment



<https://wanfahprosper.com/financial-accounting-fast-closing-financial-reporting-excellence/>

- The closures of books and transfer of balances to next financial year
- Dealing with Bad / Doubtful Debts / Provisions, etc

3.30pm to 3.45pm

Afternoon Break

3.45pm to 5.00pm

Module 5: Financial Ratios Analysis

- Learn how to size up a company quickly by reading their financial ratios
- Liquidity
- Solvency
- Efficiency
- Profitability
- Asset Management
- Assessing drivers of company profitability and growth: -
- Operations and investment strategies: operating and investment management

Day 2: Fast Closing & Power BI Reporting

9.00am to 10.30am

Module 6: Understanding Fast Closing

- Fast closing definition
- Benefits of fast closing

10.30am to 10.45am

Morning Break

10.45am to 11.45am

Module 7: Fast Closing Discussion

- Discuss on how to shorter the month end closing
- Discussion on systematic way of closing the accounts
- How to do minimum adjustments to closing of accounts
- Discuss ways to redesign a simple finance accounting cycle
- How finance division can be more proactive in terms of budgeting, Forecasting & advisory role
- Discuss ways to control & manage the cash flow

11.45am to 1.00pm

Module 8: Financial Reporting- Getting Data

- Available data sources in Power BI Desktop
- Connecting to data sources
- Get Data from Folder
- Handling multiple worksheets
- Get Data from CSV file



1.00pm to 2.00pm

Lunch Break

2.00pm to 3.30pm

Module 9: Consolidation Procedures-IFRS 10

- Combine like items of assets, liabilities, equity, income, expenses and cash flows of the parent with those of its subsidiaries;
- Offset (eliminate):
- The carrying amount of the parent's investment in each subsidiary; and
- The parent's portion of equity of each subsidiary;

Eliminate in full intragroup assets and liabilities, equity, income, expenses and cash flows relating to transactions between entities of the group.

3.30pm to 3.45pm

Afternoon Break

3.45pm to 5.00pm

Module 10: Application of Power BI (case study)

- Sales performance
- Web application
- Profit by date
- Unit Sold by Each Country/state
- Profit by product