informatech



ACCOUNTING AND FINANCE | COURSE

Preparing Financial Statements and the Annual Report

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Course content

Why Attend

Financial statements and the annual report are key communication channels between companies and their different stakeholders. By attending this course, you will be able to prepare financial statements as per the International Financial Reporting Standards (IFRS) which will allow you to maintain your company's financial reporting transparency and credibility.

This course covers theoretical core topics in addition to introducing Excel for the preparation of financial statements. It also features the study of real life cases and presentations by participants.

By the end of the course, participants will be able to:

• Explain each part of the accounting cycle

• Design effective chart of accounts

• Perform accounting adjustments including deferrals and accruals

• Create trial balance and adjusted trial balance

• Describe and map charts of accounts to the financial statements

• Prepare and present income statements, balance sheets, and cash flow statements

• Formulate notes to the financial statements

Senior and junior accountants, accounting and finance professionals, chief accountants, accounting managers and supervisors, financial controllers and any accounting and finance professionals interested in learning and updating their knowledge regarding the preparation of financial statements and notes.

• Understanding the accounting cycle

• Designing chart of accounts

• Performing accounting adjusting entries

• Preparing and analyzing income statements

• Preparing and analyzing balance sheets

• Preparing and analyzing cash flow

• Reviewing and understanding financial statements notes



Course content

Why Attend

• Utilizing Excel functions

Course outline

The accounting cycle

• Understanding the accounting cycle

• Supporting documents

• Analyzing transactions and recording in the system

• Preparing ledgers and General Ledgers (GL)

• Converting the GL to Trial Balance (TB)

• Types of adjusting entries

• The Adjusted Trial Balance (ATB)

• Mapping ATB to the financial statements

• Preparing financial statements

• Closing the books

• Preparing the Post-Closing Trial Balance (PCTB)

Chart of accounts and design techniques

• Designing the chart of accounts

• Maintenance of the chart of accounts

• Analyzing the chart of accounts

• Reconciliations and important issues

• Creating the trial balance



Course content

Course outline

Accounting adjusting entries

- Understanding deferrals
- Deferred revenues and entries
- Deferred expenses entries

Working with accruals

- Adjusting for accrued revenues
- Accrued expenses entries
- Other adjustments and corrections
- Preparing the adjusted trial balance

Preparing financial statements and notes

- Mapping the adjusted trial balance to the financial statements
- Preparing the income statements
- Preparing the balance sheets
- Preparing the cash flow statements
- Preparing the owners equity statements
- Objectives of external audit
- External audit versus internal audit
- Reading and interpreting the audit opinion
- Management Discussion and Analysis (MD&A)

Notes to the financial statements

- Understanding the requirements for the notes



Course content

Course outline

- Organization and activities of the notes
- Basis for preparation
- Summary of significant accounting policies
- Accounting convention
- Use of estimates
- Completing the financial statements and the notes



Seminar dates

Available seminar dates

Live dates and pricing for Preparing Financial Statements and the Annual Report generated from the course details page.

Date	Location	Format	Fee
9 - 13 November 2026	Vienna - Austria	Classroom	**€3,400.-**
14 - 18 December 2026	Barcelona - Spain	Classroom	**€3,080.-**
18 - 22 January 2027	Rome - Italy	Classroom	**€3,400.-**
15 - 19 February 2027	Munich - Germany	Classroom	**€3,400.-**
15 - 19 March 2027	Amsterdam - Netherlands	Classroom	**€3,400.-**
19 - 23 April 2027	London - U.K	Classroom	**€3,360.-**
17 - 21 May 2027	Istanbul - Turkey	Classroom	**€2,280.-**
21 - 25 June 2027	Cape Town - South Africa	Classroom	**€3,400.-**
19 - 23 July 2027	Barcelona - Spain	Classroom	**€3,080.-**
16 - 20 August 2027	Rome - Italy	Classroom	**€3,400.-**
20 - 24 September 2027	Munich - Germany	Classroom	**€3,400.-**
18 - 22 October 2027	Amsterdam - Netherlands	Classroom	**€3,400.-**
15 - 19 November 2027	London - U.K	Classroom	**€3,360.-**
20 - 24 December 2027	Istanbul - Turkey	Classroom	**€2,280.-**

Live online option	Online delivery is available at €1,850.-.