



aractech

Global Learning for Operational Leaders

ACCOUNTING AND FINANCE

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.

Course Methodology

- 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.

Course Objectives

- 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

Target Audience

- 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.
- Target Competencies
- Understanding the accounting cycle
- Designing chart of accounts

Course outline

Detailed course outline

Module-by-module outline for Preparing Financial Statements and the Annual Report.

Module 1 - 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

Module 2 - 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

Module 3 - Accounting adjusting entries

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

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Module 4 - Working with accruals

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

Module 5 - 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

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
15 - 19 June 2026	Rome	Classroom	€2,975
20 - 24 July 2026	Munich	Classroom	€2,415
3 - 7 August 2026	Amsterdam	Classroom	€2,975
7 - 11 September 2026	London	Classroom	€2,940
12 - 16 October 2026	Istanbul	Classroom	€1,995
9 - 13 November 2026	Vienna	Classroom	€2,975
14 - 18 December 2026	Barcelona	Classroom	€2,695

Live online option

Online delivery is available at €1,250.