

COURSE OVERVIEW FM0661
Accounting for Cash
(E-Learning Module)

Course Title

Accounting for Cash (E-Learning Module)

Course Reference

FM0661

Course Format & Compatibility

SCORM 1.2. Compatible with IE11, MS-Edge, Google Chrome, Windows, Linux, Unix, Android, IOS, iPadOS, macOS, iPhone, iPad & HarmonyOS (Huawei)

Course Duration

30 online contact hours
 (3.0 CEUs/30 PDHs)



Course Description



This E-Learning is designed to provide participants with a detailed and up-to-date overview of accounting for cash. It covers the accounting functions and financial statements; accounts payable (money out) and accounts receivable (money in); the ascertain results/income, budget preparation and payroll; the management decisions in financial report preparation; the analysis and advice, financial data management, security and financial control; the financial statements; the difference between accounting statement and financial statement; the three financial statements; and the balance sheets and balance sheet formula.

Further, the course will also discuss the data from balance sheet and the items included in the balance sheet like the assets, liabilities and shareholders' equity; the income statements including its formula and calculation; the data from income statements; the types of revenue and expenses; the cash flow statement, operating activities, investing activities and financing activities; the accounting methods for cash basis and accrual basis; the cash basis method of accounting and accrual basis method of accounting; and the decision about cash basis versus accrual basis accounting for your business.





During this course, participants will learn the reporting with cash basis accounting and accrual basis accounting; the process of checking account access controls; the cash and internal control and protect company's assets by segregating employee duties, assigning specific duties to each employee, rotating employee job assignments and using mechanical devices; preparing a bank reconciliation in bank statement, company's records, checks, deposits, paid checks, bank debit, credit memos, bank errors and book errors; adjusting entries for book side reconciling items; establishing a petty cash fund; replenishing petty cash; and changing the petty cash amount.

Course Objectives

Upon the successful completion of this course, each participant will be able to:-

- Apply and gain a comprehensive knowledge on accounting for cash
- Have a working understanding of the accounting functions and financial statements
- Define Internal control concepts and components
- Understand the process of checking account access controls
- Understand the control process of cash, physical audits, documentation, bank reconciliations, authorities etc.
- Discuss the accounting functions and financial statements
- Explain accounts payable (money out) and accounts receivable (money in)
- Determine ascertain results/income, budget preparation and payroll
- Employ management decisions in financial report preparation
- Carryout analysis and advice, financial data management, security and financial control
- Review financial statements and explain the difference between accounting statement and financial statement
- Identify the three financial statements and discuss balance sheets and balance sheet formula
- Review data from balance sheet and the items included in the balance sheet like the assets, liabilities and shareholders' equity
- Discuss income statements including its formula and calculation
- Review the data from income statements and identify the types of revenue and expenses
- Describe the cash flow statement, operating activities, investing activities and financing activities
- Apply accounting methods for cash basis and accrual basis
- Discuss the cash basis method of accounting and accrual basis method of accounting



- Make the decision about cash basis versus accrual basis accounting for your business
- Report with cash basis accounting and accrual basis accounting
- Carryout the process of checking account access controls
- Employ cash and internal control and protect company's assets by segregating employee duties, assigning specific duties to each employee, rotating employee job assignments and using mechanical devices
- Prepare a bank reconciliation in bank statement, company's records, checks, deposits, paid checks, bank debit, credit memos, bank errors and book errors
- Adjust entries for book side reconciling items and establish a petty cash fund
- Replenish petty cash and change the petty cash amount

Who Should Attend

This course provides an overview of all significant aspects and considerations of accounting for employees in organizations with the responsibility of interpreting the financial position in the organization as well as bookkeepers, accountants, auditors, assistant accountants and administrative staff.

Training Methodology

This Trainee-centered course includes the following training methodologies:-

- Talking presentation Slides (ppt with audio)
- Simulation & Animation
- Exercises
- Videos
- Case Studies
- Gamification (learning through games)
- Quizzes, Pre-test & Post-test

Every section/module of the course ends up with a Quiz which must be passed by the trainee in order to move to the next section/module. A Post-test at the end of the course must be passed in order to get the online accredited certificate.

Course Fee

As per proposal


Course Certificate(s)

Internationally recognized certificates will be issued to all participants of the course.



Certificate Accreditations


Certificates are accredited by the following international accreditation organizations: -

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USA International Association for Continuing Education and Training (IACET)

Haward Technology is an Authorized Training Provider by the International Association for Continuing Education and Training (IACET), 2201 Cooperative Way, Suite 600, Herndon, VA 20171, USA. In obtaining this authority, Haward Technology has demonstrated that it complies with the **ANSI/IACET 1-2013 Standard** which is widely recognized as the standard of good practice internationally. As a result of our Authorized Provider membership status, Haward Technology is authorized to offer IACET CEUs for its programs that qualify under the **ANSI/IACET 1-2013 Standard**.

Haward Technology's courses meet the professional certification and continuing education requirements for participants seeking **Continuing Education Units (CEUs)** in accordance with the rules & regulations of the International Association for Continuing Education & Training (IACET). IACET is an international authority that evaluates programs according to strict, research-based criteria and guidelines. The CEU is an internationally accepted uniform unit of measurement in qualified courses of continuing education.

Haward Technology Middle East will award **3.0 CEUs** (Continuing Education Units) or **30 PDHs** (Professional Development Hours) for participants who completed the total tuition hours of this program. One CEU is equivalent to ten Professional Development Hours (PDHs) or ten contact hours of the participation in and completion of Haward Technology programs. A permanent record of a participant's involvement and awarding of CEU will be maintained by Haward Technology. Haward Technology will provide a copy of the participant's CEU and PDH Transcript of Records upon request.

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British Accreditation Council (BAC)

Haward Technology is accredited by the **British Accreditation Council** for **Independent Further and Higher Education** as an **International Centre**. BAC is the British accrediting body responsible for setting standards within independent further and higher education sector in the UK and overseas. As a BAC-accredited international centre, Haward Technology meets all of the international higher education criteria and standards set by BAC.

Course Contents

- The Accounting Functions and Financial Statements
- Functions of Accounting
- Functions Within a Business
- Accounts Payable (Money Out)
- Accounts Receivable (Money In)
- Ascertain Results/Income – Budget Preparation
- Payroll
- Financial Report Preparation – Management Decisions
- Analysis and Advice
- Financial Data Management
- Security
- Financial Controls
- Financial Statements
- What is the difference between Accounting Statement and Financial Statement?
- What are Financial Statements?
- The Three Financial Statements
- Understanding Balance Sheets
- The Balance Sheet Formula
- Data from the Balance Sheet
- Items Included in the Balance Sheet
- Assets
- Liabilities
- Shareholders' Equity
- Case Example
- Income Statements
- Income Statement Formula & Calculation
- Data from Income Statements
- Types of Revenue
- Types of Expenses
- Case Example
- Income Statements Example

- The Cash Flow Statement
- The Three Components of the Cash Flow Statement
- Operating Activities
- Investing activities
- Financing Activities
- Case Example
- Video
- Quiz
- Accounting Methods: Cash Basis and Accrual Basis
- Introduction
- What is Cash Basis Method of Accounting?
- What is Accrual Basis Method of Accounting?
- Does Your Business Need Cash Basis or Accrual Basis Accounting for Tax Reporting Purposes?
- Making the Decision about Cash Basis vs Accrual Basis Accounting for Your Business
- Examples
- Reporting with Cash Basis Accounting and Accrual Basis Accounting
- Summary
- Case Example
- Case Example-1
- Case Example-2
- Video
- Quiz
- The Process of Checking Account Access Controls
- Cash and Internal Control
- Companies Protecting their Assets
- Preparing a Bank Reconciliation
- Bank Statement
- Company's Records
- Checks
- Bank Reconciliation
- Deposits
- Paid Checks



- Bank Debit and Credit Memos
- Bank Errors
- Book Errors
- Adjusting Entries for Book Side Reconciling Items
- Video
- Quiz
- Petty Cash
- Establish a Petty Cash Fund
- Replenishing Petty Cash
- Changing the Petty Cash Amount
- Videos
- Quiz
- Recap

