

Certified Finance Manager (CFM)

Duration: 5 days(40 Hours)

Course Outline:

Module 1 - Accounting

- Introduction
- The Accounting Cycle
- The Key Reports
- A Review of Financial Terms
- Understanding Debits and Credits
- Your Financial Analysis Toolbox
- Identifying High and Low Risk Companies
- The Basics of Budgeting
- Working Smarter
- People and Numbers

Module 2 - Budgets and Managing Money

- Introduction
- Finance Jeopardy
- The Fundamentals of Finance
- The Basics of Budgeting
- Parts of a Budget
- The Budgeting Process
- Budgeting Tips and Tricks
- Monitoring and Managing Budgets
- Crunching the Numbers
- Getting Your Budget Approved
- Comparing Investment Opportunities
- ISO 9001:2008
- Directing the Peerless Data Corporation

Module 3 - Accounting - Merchandising Transactions

- Merchandising Transactions
- Gross Selling Price
- Returns and Allowances
- Cost of Goods Sold
- Classified Income Statement

Module 4 - Measuring and Reporting Inventory

- Merchandise Inventory
- Determining Inventory Costs
- Four Inventory Costing Methods
- Pro's and Con's of the Four Costing Methods
- Journal Entries for the Perpetual Inventory Procedure
- Departures from Cost Basis for Inventory Measurement

Module 5 - Accounting - Control and Monitoring of Cash Assessment

- Control of Cash
- Internal Controls
- Controlling Cash
- The Bank Checking Account
- Bank Reconciliation
- Petty Cash Fund

Module 6 - Accounting - Receivables and Payables

- Accounts Receivable
- Uncollectable Accounts
- Write-offs and Recoveries
- Current Liabilities
- Notes Receivable and Note Payable
- Short Term Financing through Notes Payable

Module 7 - Adjustments for Financial Reporting

- Cash versus Accrual Basis Accounting
- Classes and Types of Adjusting Entries
- Adjustments for Deferred Items - Expenses

- Adjustments for Deferred Items - Depreciation
- Adjustments for Accrued Items

Module 8 - Accounting and Its Use in Business Decisions

- The Accounting Environment
- Accounting Defined
- Overview of Accounting
- Financial Statements of Business Organizations
- The Financial Accounting Process
- How Transactions Affect Income Statements and Balance Sheets
- Dividends and Equity Ratios
- Corporate versus Sole Proprietorship or Partnership Accounting

Module 9 - Recording Business Transactions in Accounting

- The Account and Rules of Debit and Credit
- Recording the Transactions
- The Accounting Cycle
- The Accounting Process in Operation
- Analyzing and Using the Financial Results
- The Use of Ledger Accounts

Module 10 - Completing the Accounting Cycle

- The Work Sheet
- Preparation of Financial Statements from the Work Sheet
- Accounting Systems: From Manual to Computerized
- The Closing Process
- A Classified Balance Sheet
- Analysis-Current Ratio

Module 11 - Accounting Theory

- Traditional Accounting Theory
- Major Principles
- Modifying Conventions
- Objectives of Financial Statements

- Basic Elements of Financial Statements

Module 12 - Financial Topics

- Foundation 1
- Foundation 2
- Checking Accounts
- Short Term Savings
- Credit
- Summary
- Foundation 3
- Money Management
- Matching Product
- Comparison with Cash Management
- Emergency Fund
- Managing Debt
- Insurance and Protection
- Employee Wages
- Employee Benefits
- Stock and Commodities Markets
- Inflation
- Homeowners Insurance
- Taxation
- Shares and Bonds