



THE ARC TRAINING GROUP
A Division of The ARC Consulting Group, Inc.
A Profit Enhancement Firm
Providing Educational and Consultative Services to the
International Business Community

SEMINAR FACT SHEET

ARC'S INTRODUCTION TO THE ACCOUNTING PROCESS: ACCOUNTING 101 COURSE NO. ARC 006

Seminar Overview

This is accounting Boot Camp! Learn the language of business! This program will give you the basics of accounting, and help you understand the inner-working of the accounting system – from the entry to the financial statements. You will learn how to make better business decisions and move business forward by better understanding the internal and external financial reports of your company.

The language of business in every industry around the globe is rooted in the basic “accounting equation.” Don’t get lost in staff meetings, don’t just accept what the accountants tell you – they make mistakes too! (Just ask Enron) So keep your accountants on their toes and make sure your books are sound.

Use basic accounting principles to uncover and correct problems quickly by double-checking how your organization records sales, expenses, equity and debt. Developed for business professionals who have no work experience in accounting, this seminar walks you through basic accounting and gives you the skills and confidence to speak the “language of business” like a pro. This is Accounting 101 in Three Days!

WHO SHOULD ATTEND

Department heads, Operational Auditors, project managers, new accounting staff, and accounting staff who need a refresher, and those responsible for ensuring the effective use and management of corporate resources. In addition, sales and marketing professionals, R&D professionals, and anyone who needs to understand how controls are the key to enhanced organizational performance.

WHAT WILL BE COVERED

- The fundamentals of accounting terminology and structures
- The Accrual Accounting System
- How to generate and manage:
 - Revenue and expense accruals
 - Cost allocations
 - Valuation of Inventories
 - Prepaid expenses
 - Trade Accounts Receivables
 - The Secrets of Depreciation
 - What is Amortization, Goodwill, Deferrals, Reserves

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- Revenue and Expense Accruals and Deferrals
- How transactions are entered into financial records

HOW YOU WILL BENEFIT

- Make more informed decisions and increase profits
- Reduce fraud and errors caused by misunderstanding reports
- Learn the process used to record sales and expenses
- Generate greater impact to the bottom line
- Be able to understand the reports that show operation's results
- Evaluate the financial results of any division or company

PROGRAM AGENDA

DAY ONE:

INTRODUCTION TO ACCOUNTING

This section begins with the definition and history of Accounting, and why we do it this way. You will learn the difference between Accounting and Finance, as well as the various types of Accounting, such as:

- Financial Accounting
- Management Accounting (Cost Accounting)
- Tax Accounting

In this section, you will learn:

- How to "Talk the Talk" – The Language of Accounting
- How accounting reports financial position and results of operations
- How accounting records the "Economic Impact" of events and decisions
- The structure of accounting that records transactions and entries

ACCOUNTING THEORY AND PRACTICE

This section demystified the accounting process. You will learn the "How's" and "Why's" of the accounting rules. Also you will understand the nature and purpose of the organizations that make the rules both in the US and Internationally. Through this session, you will learn:

- Accrual Accounting
- The major accounting rules
- Going Concerns v. Not-For-Profit
- Historical Valuation of Assets
- Conservative Accounting
- Materiality in Reporting
- Timing of Revenue and Expense Recognition

ACCOUNTING STRUCTURE AND TERMINOLOGY

Accounting records the fiscal impact of past decisions or economic events. The accounting process develops buckets of data accountants call "Accounts." This section will show you how your accounts use these accounts to provide the structure for the accounting system and the financial statements. You will learn how account balances are developed and measured. You will learn the mechanics of the Double-Entry Accounting process – how the Debits and Credits

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work! In addition, you will understand the “Accounting Equation” how “T-Accounts” work and how the accounting department balances the books. Through this session, you will learn:

- The “Accounting Equation”
- Definitions of Assets, Liabilities and Equity Accounts
- Differences between “For Profit” and “Not-For-Profit” Accounting
- The Nature of Double Entry Accounting
- How “Accounts” are structured
- The “Debits and Credits” of Accrual Accounting

THE ACCOUNTING CYCLE AND THE AUDIT TRAIL

In this section, you will learn the basis for the “Accounting Cycle” and its basic elements. You will take a structured journey down the “Audit Trail;” by working through a real set of books that begins with the basic business documents such as invoices and sales orders, and how they are posted to Journals through Journal Entries, how Journals are rolled into sub-ledgers and the ultimate posting to the General Ledger. This section wraps up with the generation of the Trial Balance the Adjusting Entries and Closing Entries, and the pro-forma Financial Statements.

- The Accounting “Audit Trail”
 - Transactions & Entries
 - Specific and General Journals
 - Specific and General Ledgers
- Month End Closing Entries
- Accruals and Reserves
- Prepaid Expenses
- Depreciation and Amortization
- How to Locate Errors
- “Balancing the Books”

COURSE SUMMARY AND WRAP-UP

This section provides you with the opportunity to address any specific issues with the total group as a resource, to review any specific issue or topic addressed in the program, or to just recap the benefits received from the program and the group as a whole.

SEMINAR PRICING AND LOGISTICS

Duration: 1 Days	Program Level: Introductory
Prerequisites: None	Advanced Preparation: None
Maximum Attendance: 6	CPE Hours: None
Delivery Method: Group Live	Booking Instructions: Call (904) 268-1148
Seminar Fee: \$1,095.00 per person	Email: Rick@ARCTraining.com
Group Discount: Book 3 people and the fourth person is free!	

Cancellation Policy:

If you cannot attend a seminar you can contact ARC in advance to transfer to a future session, or you can send someone to take your place. If you need to cancel your attendance, ARC will give you a complete refund if you cancel more than three weeks before your seminar begins. To cancel, simply email us at rick@arctraining.com . If you cancel with less than three weeks' advance notice, you will be liable for the entire seminar fee. Once your payment has been received, you may request a courtesy transfer to use at any future ARC seminar of equal or lesser length up to three weeks prior to the session. The courtesy transfer must be used within one year of the date of your originally scheduled seminar. In fairness to all attendees, if you do not attend a seminar session for which you are confirmed and do not contact ARC to cancel in advance, you will be charged the entire seminar fee.

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ARC guarantees the quality of our seminars. If, for any reason, you are not satisfied with a seminar for which you have paid, ARC will give you credit toward another seminar of comparable price or will refund your fee. You can also register on our website at <http://www.arconsultinggroup.com/open-enrollment-programs/>. You can also call Rick Balog at 904-268-1148.



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