

On-line Financial Training Workshop

Agenda

Date: November 17, 2006 @ 1:00pm (EST), 11:00am (CST), 10:00am (PST)

The purpose of this two hour webinar is to review the procedures that can be applied at week end to monitor the transactions affecting financials and the procedures that must take place at month end and year end to close the relevant periods.

Week-End / Month-End Procedures

Procedures Checklist Review

Procedures related to Manufacturing Transactions:

- Pre-costing utilities audit
- Costing utilities
- Manufacturing journals preparation and pre-posting review of GL transactions
- Costing tools/ audits
- Post manufacturing journals
- Reconciliation procedures

Q's & A's

Procedures related to Financial Transactions:

- AR: reconciliation procedures
- AP: reconciliation procedures
- Cash Book: reconciliation procedures
- General Ledger:
 - Exchange rate update & revaluation procedure
 - Other month-end general journal entries
 - Checking posted / unposted transactions - close/re-open period
- General Journal / General Ledger reports
- Trial Balance, Balance Sheet & Income Statement generation

Q's & A's

Year-End Procedures

- GL structure
- Year-end entry
- Financial statements generation

Q's & A's

Note:

- Supporting material is provided, which includes an Online Training Seminar Workbook based on the presentation and the procedures checklist.