

**Continuing Professional Development**

# Internal Accounts for Businesses



## **3-in-1** Accounting Fundamentals Accounts Payable Accounts Receivable

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As the Benelux foremost training provider of applied Accounting, Finance, and Investment — ACCA, CIMA, CPA, and ICAEW — the International College of Commerce offers the 3-in-1 Internal Accounts for Businesses course.

The course content is designed to develop new skills and techniques that are expected to be adopted immediately upon arrival or return to the job for long-term benefits.

Our tutors provide extra support services needed by employers or employees.

# Internal Accounts for Businesses

BOOK ONLINE

COURSE CODE: 2610AH

## Aim

The training is designed to get participants acquainted with the foothold of the accounting profession and proceeds to the best practices in accounts receivable and accounts payable.

The Internal Accounts for Businesses is a 3-in-1 course; developed to focus on proven processes and procedures that will make a positive impact on your staff and company.

## For whom

All new accounting staff. Accounts payable and accounts receivable professionals. Accounting supervisors and managers

## Languages

English, French, German

## Study hours

80

## Award

Professional Certificate

## Price

	Classroom study	Online study
9 sessions	€1,750	€1,400

## Topical outlines

### Block 1 | Accounting Fundamentals

- Accounting concepts & records system
- General ledger, AP, AR and other sub-accounts
- Profit and Loss account; income and expenditure
- Balance sheet; assets, liabilities and equity
- Reading the balance sheet, capitalisation, revenue expenditure, depreciation, current ratio, etc.
- Cost identification and -behaviour; incl. inventory and cost of sales
- Cash control, statement of cash-flow
- Month-end and year-end procedures

### Block 2 | Accounts Payable

- 3-Way matching
- Payment process, spotting errors and mistakes
- Reports: aged creditors listing, 80/20 rules, etc
- Payroll; apply economic reality test

- Identify tax implications of misclassifying workers as independent contractors
- Processing expense claims and credit-card statements
- Determine when a business expense reimbursement is taxable income
- VAT: processing pro-forma invoices, VAT-payment schedules, misclassification
- Processing of discounts and deductions
- Electronic data interchange
- Challenges for the AP-team and AP-concepts

### Block 3 | Accounts Receivable

- Billing and collection strategies
- Collecting the money
- Bad debt, aging, purchase orders, write-offs
- Cash control; statement of cash-flows
- Handling deduction issues
- Interacting with sales and marketing
- Building good customer

relationships

- Identify how to turn your interest charges into a strategic tool
- Letters of credit and promissory notes
- Write letters for special situations
- Distinguish how to work successfully with outside collection agencies
- Recognise when and how you should consider legal action to collect a past due account
- Identify how to be effective when doing business internationally
- Recognise the newest types of payment fraud

**Book online:**  
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