

Workshop in Applied Accounting Via Specialized Software

1-Objective: This workshop aims at developing the trainees' abilities in using accounting via financial software to enabling them to enter the labor market easily.

2-Software: Libra Financials ERP, **3-Company:** Integrated Digital Systems (IDS) www.ids.com.lb

4-Instructor: Hassan DIAB, **5-Duration:** 16 Hours

6-Outline:

- **Main**
 - Create Company
 - Select Company
 - Move to Another Year
 - Change Login
 - Restore
 - Backup
- **General Ledger**
 - Journal Vouchers (Payroll, Transfer Between Bank's Accounts, Etc...)
 - Opening
- **Accounts Receivable**
 - Clients
 - Sales Invoices
 - Return Sales
- **Accounts Payable**
 - Suppliers
 - Purchase Invoices
 - Payments
 - Return Purchases
- **Cash and Bank Management**
 - Banks
 - Check Deposit
- **Fixed Assets**
 - Fixed Assets
- **Accounts**
 - Chart of Accounts
 - General Ledger Accounts
 - Auxiliary Accounts
- **Inventory Management**
 - Item Definition
- **Warehouse Management**
 - Inventory Adjustment In
 - Inventory Adjustment Out
 - Inventory In
 - Inventory Out
- **Accounting Reports**
- **Inventory Reports**
- **End Of Year Closing**
- **General Setup**
- **Administration**