

Certified Finance Manager (CFM)

– 5-Day

Course Overview - The **Certified Finance Manager (CFM)** Certification is ideal for entrepreneurs and professionals seeking a solid understanding of accounting principles and financial management. It simplifies key concepts like **depreciation, cash flow, balance sheets, and budgeting**, making them practical for real-world business use. Designed to build confidence and capability, this course helps professionals understand the **finance cycle**, enhance decision-making, and prepare effectively for the **CFM Certification Exam**

Day 1

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

Focus: Understand the accounting cycle, debits & credits, and core financial terms. Solve basic accounting problems.

Module 2: Accounting Theory

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

Day 2

Module 3: Budgets and Managing Money

- Introduction
- 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

Module 4: Accounting – Merchandising Transactions

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

Focus: Learn budgeting and decision-making. Practice merchandising and cost of goods sold calculations.

Day 3

Module 5: Measuring and Reporting Inventory

- Merchandise Inventory
- Determining Inventory Costs
- Four Inventory Costing Methods
- Pros & Cons of the Four Costing Methods
- Journal Entries for the Perpetual Inventory Procedure
- Departures from Cost Basis for Inventory Measurement

Module 6: Control & Monitoring Cash / Internal Controls

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

Module 7: Receivables & Payables

- Accounts Receivable
- Uncollectable Accounts
- Write-offs & Recoveries
- Current Liabilities
- Notes Receivable / Payable
- Short Term Financing through Notes Payable

Day 4

Module 8: Adjustments for Financial Reporting

- Cash vs Accrual Basis
- Classes and Types of Adjusting Entries
- Deferred Items – Expenses & Depreciation
- Accrued Items

Module 9: Accounting & Business Decisions

- The Accounting Environment
- Accounting Defined
- Overview of Accounting
- Financial Statements of Business Organizations

- The Financial Accounting Process
- How Transactions Affect Income & Balance Sheet
- Dividends & Equity Ratios
- Corporate vs Proprietorship / Partnership

Day 5

Module 10: Recording Business Transactions

- The Account & Rules of Debit / Credit
- Recording Transactions
- The Accounting Cycle in Practice
- Analyzing & Using Results
- Ledger Accounts

Module 11: Completing the Accounting Cycle

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

Module 12: Financial Topics

- Short Term Savings
- Money Management
- The Matching Product
- Comparison with Cash Management
- Emergency Fund & Managing Debt
- Employee Wages & Employee Benefits
- Insurance and Protection
- Stock and Commodities Markets & Shares and Bonds
- Employee Wages & Employee Benefits