



## FINANCIAL MANAGEMENT TRAINING: Governmental Accounting

### How to Contact Us:

Phone: +1-706-542-3537 or  
800-811-6640 (toll free in the USA)

Email: [questions@georgiacenter.uga.edu](mailto:questions@georgiacenter.uga.edu)

### *Introductory Governmental Accounting Part I — Learning Objectives*

#### **Lesson 1 — Basic Accounting Theory**

Accounting professionals and paraprofessionals need a thorough understanding of the fundamental concepts of accounting theory in order to appropriately record governmental accounting transactions. This first chapter provides knowledge of those basic accounting concepts through the accounting equation and how transactions affect that accounting equation.

##### **Learning Objectives:**

- Explain and understand the terms “economic condition” and “financial position.”
- Understand the basic accounting equation.
- Identify asset and liability accounts.
- Understand the relationship between the balance sheet/statement of net assets and the operating statement.
- Explain how different transactions affect fund equity.

#### **Lesson 2 — The Chart of Accounts**

The first step in setting up an accounting system is to decide what you need to keep track of. The chart of accounts is what fuels the accounting system and ultimately drives your financial statements. This module defines how charts of accounts are used in accounting systems and provides practice in using a chart of accounts for recording transactions.

##### **Learning Objectives:**

- Explain the architecture of a governmental chart of accounts.
- Identify asset, liability, equity, revenue, expenditure, and expense accounts within a chart of accounts.
- Assign account numbers to funds and accounts in recording transactions.

#### **Lesson 3 — Double Entry Accounting**

Accounting systems are designed to record transactions through the use of “debits” and “credits.” The primary purpose of this chapter is to explain the relationship of increases or decreases to accounts and the accounting terms “debits” and “credits.” This chapter provides the basics of how accountants should record transactions.

##### **Learning Objectives:**

- Record transactions using debits and credits.
- Understand how debits and credits affect accounts.

## Lesson 4 — Accounting Systems and Records

An integral part of governmental accounting is to understand how transactions flow through the accounting records and systems. Organized methods are necessary for a government to utilize the accounting process properly and accurately. These methods are reflected in part by the type of accounting records used. In order to heighten your understanding of the accounting process and the relevancy of certain types of accounting records and reports, we will describe within this chapter how a traditional (manual) system functions and then discuss the facets of a computerized system.

### Learning Objectives:

- Understand the difference between journals and ledgers.
- Relate the journals and ledgers illustrated in this lesson to computer records.
- Understand how governments take information from journals and summarize it in ledgers.
- Be aware of the value and purposes of a trial balance.

## Lesson 5 — Fund Accounting

The use of funds is one of the unique characteristics of accounting systems in governments. Governments account for and allocate resources in separate sub-entities, identified as funds, based upon the purposes for which they are to be expended and the means by which spending activities are legally controlled. This lesson explains the categories of funds and the generic funds within each category. Understanding fund accounting is essential for governmental accountants and accounting paraprofessionals.

### Learning Objectives:

- Define the three categories of funds and the eleven generic funds within the three categories.
- Determine when to use each generic fund.

## Lesson 6 — The Basis of Accounting

The basis of accounting governs the time at which the accounting system recognizes transactions. In order to record transactions at the proper time, knowledge of what basis of accounting is used by different funds is essential to the governmental accountant and accounting paraprofessional. This lesson defines “basis of accounting” and explains when to recognize revenues and expenditures/expenses within the three categories of funds.

### Learning Objectives:

- Define the phrase “basis of accounting.”
- Contrast the three common bases of accounting.
- Understand when to recognize a revenue under the modified accrual basis of accounting.
- Understand when to recognize an expenditure under the modified accrual basis of accounting.

## Lesson 7 — Payroll and Benefits Accounting

For most governments, whether state or local, employee salaries and benefits are the single largest costs. This lesson provides an overview of the payroll process from recording time worked to recording the payroll.

### Learning Objectives:

- Understand how employee earnings are determined.
- Distinguish between a gross payroll and an adjusted gross payroll.
- Define the various types of payroll deductions.
- Record the payroll.
- Record the government’s share of employee benefits.

## Lesson 8 — Accounting for Interfund Transactions

Transactions that occur between funds of the same government are known as interfund transactions. Governmental accountants and accounting paraprofessionals need to know the differences between the types of interfund transactions and how to record the different interfund transactions.

### Learning Objectives:

- Understand the difference between interfund loans and interfund transfers.
- Record interfund loans and interfund transfers.

## Lesson 9 — Adjusting and Closing the General Ledger

At the close of each year, whether fiscal or calendar, certain events must occur within the accounting system. This lesson explains those events in terms of what accounts should possibly be adjusted and the reasons for making adjustments in the accounting system. The closing process for the general ledger is also discussed.

### Learning Objectives:

- Understand why adjusting journal entries are required.
- Record adjusting and closing entries.

## Lesson 10 — Practice Exercise: The Case Study

One of the more effective methods used in order to understand accounting is to actually record the transactions. This practice exercise presents different types of daily, ordinary, governmental accounting transactions to record. You will select the accounts needed to record the transaction and will decide whether to “debit” or “credit” the account, receiving instant notification if the transaction is not recorded correctly. This study provides a determination of whether you have grasped most of the concepts discussed in the course.

## Course Requirements

To complete this course, you will read the lessons, answer the Lesson quizzes, and complete the exercise at the conclusion of each lesson. You must score at least 70% on each of the lesson exercises, and complete the course’s case study, before you will be permitted to attempt the final examination.

## About the Final Examination

The final is a timed exam. You have up to 45 minutes to complete the online exam for Part I. You must complete the exam in one session. Therefore, you must allow for adequate uninterrupted time. The online final examination consists of 50 objective, randomly generated questions. Each question in the final exam will be presented to you one at a time. You must answer each question before going on to the next question. You will not have the opportunity to revisit any question once you have answered and saved your answer to each question. You must earn 70% or greater on the exam to successfully complete this course. If you do not earn a 70% or greater on the final exam in your first attempt, one retest is available online. The retest is randomly selected and will not duplicate the same questions as the original exam (first attempt). Once the examination has been submitted for grading, you will learn your results immediately. In addition, you will be able to see the answers to each question and know which questions you missed as well as the correct answer. If you do not successfully pass the second attempt, you must re-register for the online course.

## Enroll Anytime. Register Now!

For more information about the [Governmental Finance Courses](#), contact us at [questions@georgiacenter.uga.edu](mailto:questions@georgiacenter.uga.edu) or by telephone at +1-706-583-0424.