

## General Ledger (GL) Training Course

*London (UK)*

*16 - 20 September 2024*

UK Training

# PARTNER



## General Ledger (GL) Training Course

Code: FA28 From: 16 - 20 September 2024 City: London (UK) Fees: 4400 Pound

### Introduction

The General Ledger GL Training Course provides participants with comprehensive knowledge and skills in managing and maintaining the general ledger system effectively. This course covers essential concepts, processes, and best practices related to general ledger accounting, ensuring participants are equipped to handle financial data accurately and efficiently.

### Objectives

- Understand the purpose and importance of the general ledger in financial accounting.
- Gain proficiency in recording, classifying, and summarizing financial transactions in the general ledger.
- Learn best practices for maintaining accurate and up-to-date general ledger records.
- Develop skills in generating financial reports and analysis using general ledger data.
- Enhance knowledge of internal controls and compliance requirements related to general ledger management.

### Course Outlines

#### Day 1

##### Introduction to General Ledger Accounting

- Overview of the general ledger and its role in the accounting system.
- Basic accounting principles and concepts.
- Types of accounts in the general ledger: assets, liabilities, equity, revenue, and expenses.
- Introduction to double-entry accounting and the chart of accounts.
- Importance of accuracy and integrity in general ledger data.

#### Day 2

##### Recording Transactions in the General Ledger

- Principles of journal entries and posting to the general ledger.
- Recording transactions for revenue and expense accounts.
- Accrual accounting vs. cash accounting: implications for general ledger entries.
- Adjusting entries and the closing process.
- Practice exercises and examples of recording transactions in the general ledger.

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### Day 3

#### General Ledger Maintenance and Reconciliation

- Importance of reconciling general ledger accounts.
- Bank reconciliation process and procedures.
- Reconciling accounts receivable and accounts payable balances.
- Identifying and resolving discrepancies in the general ledger.
- Automation and software tools for general ledger maintenance.

### Day 4

#### Financial Reporting and Analysis

- Generating financial statements from the general ledger: balance sheet, income statement, and statement of cash flows.
- Ratio analysis and financial performance metrics.
- Variance analysis and budget vs. actual comparisons.
- Interpreting financial data to make informed business decisions.
- Case studies and practical applications of financial reporting and analysis.

### Day 5

#### Internal Controls and Compliance

- Importance of internal controls in general ledger management.
- Segregation of duties and authorization controls.
- Documentation and audit trail requirements.
- Compliance with accounting standards and regulatory requirements.
- Best practices for ensuring data integrity and security in the general ledger system.



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