

## General Ledger (GL) Training Course

*Cape Town (South Africa)*

*10 - 14 February 2025*

UK Training

**PARTNER**



## General Ledger (GL) Training Course

Code: FA28 From: 10 - 14 February 2025 City: Cape Town (South Africa) Fees: 3300 Pound

### Introduction

The General Ledger GL Training Course is an intensive program designed to provide participants with comprehensive knowledge and practical skills for managing and maintaining a general ledger system efficiently. This course covers key concepts, processes, and best practices related to general ledger accounting, enabling participants to handle financial data with precision and confidence. Participants will gain an in-depth understanding of the general ledger's role in financial accounting and acquire effective techniques for financial data analysis and ensuring compliance with internal control requirements.

### Course Objectives

- Provide a comprehensive understanding of the general ledger and its significance in financial accounting.
- Build proficiency in recording, classifying, and summarizing financial transactions within the general ledger.
- Teach best practices for maintaining accurate and up-to-date general ledger records.
- Develop participants' skills in generating and analyzing financial reports using general ledger data.
- Enhance knowledge of internal controls and compliance requirements for effective general ledger management.

### Course Outlines

#### Day 1: Introduction to General Ledger Accounting

- Overview of the general ledger and its role within the accounting system.
- Basic accounting principles and foundational concepts.
- Types of accounts in the general ledger: assets, liabilities, equity, revenue, and expenses.
- Introduction to double-entry accounting and the chart of accounts.
- The 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 and implications for general ledger entries.
- Adjusting entries and the closing process.
- Practical exercises and examples for transaction recording in the general ledger.

#### Day 3: General Ledger Maintenance and Reconciliation

- Importance of reconciling general ledger accounts.
- The bank reconciliation process and procedures.

- Reconciling accounts receivable and accounts payable balances.
- Identifying and resolving discrepancies in the general ledger.
- Automation tools and software for general ledger maintenance.

#### Day 4: Financial Reporting and Analysis

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

Achieving Success in General Ledger Accounting

#### Conclusion

This course empowers participants with the essential skills for achieving proficiency in general ledger accounting, supporting accurate financial reporting and system integrity. Whether you're an entry-level professional or seeking to advance your expertise, this program provides the necessary training for mastering general ledger responsibilities and excelling in accounting performance.



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