

Bookkeeping Reconciliation and Audit Readiness Training Course

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Overview

The Bookkeeping Reconciliation and Audit Readiness Training Course is a one-week intermediate course for bookkeepers, accountants, finance officers, controllers, and shared-services professionals who leave with a Reconciliation and Audit Readiness File. The course connects bookkeeping accuracy, account reconciliation, period-end close, supporting schedules, exception resolution, review evidence, and audit requests. Participants turn ledger balances into traceable, supported, review-ready records. Agile Leaders Training Center delivers this course on bookkeeping reconciliation and audit readiness.

Who Should Attend

- Bookkeeping functions responsible for journals, ledgers, documentation, and balance accuracy
- Accounts payable and receivable functions responsible for subledger control and aging
- Finance operations functions responsible for reconciliations and period-end close tasks
- Financial control functions responsible for review, sign-off, and exception monitoring
- Shared-services functions responsible for standardized records and audit support

The course assumes participants maintain accounting records or reconciliations and leaves out advanced financial reporting, audit opinions, and organization-specific accounting policy approval.

Departments and Industries

The course supports accounting accuracy and audit preparation across transaction-intensive organizations.

- Accounting, finance operations, financial control, and shared-services departments
- Accounts payable, accounts receivable, treasury, payroll, and fixed-asset functions
- Banking, insurance, professional services, and telecommunications organizations
- Manufacturing, retail, energy, and logistics organizations
- Healthcare, education, hospitality, and public service organizations

Learning Objectives

By the end of this course, participants will be able to:

- Analyze ledger, subledger, and supporting-document inconsistencies
- Apply bank, receivable, payable, payroll, and control-account reconciliations
- Build period-end adjustment and close evidence schedules
- Evaluate aged, unusual, unreconciled, and unsupported items
- Use review sign-offs and exception-resolution controls

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- Build a Reconciliation and Audit Readiness File

Course Agenda

Day 1: Bookkeeping Integrity and Control

- Source Document and Journal Traceability Test
- Chart of Accounts Coding Review
- General Ledger and Subledger Control Map
- Trial Balance Integrity Checklist
- Bookkeeping Error Classification and Correction Log

Day 2: Account Reconciliation Methods

- Bank Statement Reconciliation Template
- Receivables Aging and Customer Balance Review
- Payables Aging and Supplier Statement Matching
- Payroll and Employee Liability Reconciliation
- Fixed Asset Register and Ledger Tie-Out

Day 3: Period-End Close Evidence

- Close Calendar and Responsibility Matrix
- Accrual and Prepayment Adjustment Schedule
- Intercompany and Clearing Account Reconciliation
- Inventory and Cost Balance Support Sheet
- Post-Adjustment Trial Balance Review

Day 4: Exceptions and Audit Readiness

- Unreconciled Item Aging and Ownership Register
- Supporting Schedule Cross-Reference Index
- Prepared-by-Client Request Tracker
- Reconciliation Review and Sign-Off Checklist
- Audit Query Evidence and Resolution Log

Day 5: Reconciliation Practice

- Suggested Exercise: Ledger and Source Evidence Trace
- Suggested Exercise: Bank and Subledger Reconciliation
- Suggested Exercise: Close Adjustment and Schedule Review
- Suggested Exercise: Audit Request and Exception Resolution
- Capstone Exercise: Reconciliation and Audit Readiness File

Practical Exercises

The course includes suggested activities that turn accounting balances into traceable and reviewable evidence.

- Suggested activity: trace transactions from source documents through journals, ledgers, and trial balance.
- Suggested activity: reconcile bank, customer, supplier, payroll, and asset balances.
- Suggested activity: prepare close adjustments, supporting schedules, and reviewer sign-offs.
- Suggested activity: assemble a Reconciliation and Audit Readiness File and resolve audit queries.

FAQs

Who suits bookkeeping reconciliation and audit readiness training?

Bookkeepers, accountants, finance officers, controllers, and shared-services professionals suit the training; it assumes responsibility for accounting records, reconciliations, or audit support.

How does bookkeeping reconciliation differ from basic bookkeeping training?

Bookkeeping reconciliation verifies that ledgers agree with independent records and supporting evidence, while basic bookkeeping training focuses on recording and classifying transactions.

What makes an account reconciliation audit-ready?

An audit-ready reconciliation identifies the account, period, preparer, reviewer, source balances, reconciling items, explanations, supporting documents, resolution owners, and sign-off.

How should old unreconciled items be handled?

Old unreconciled items should be aged, investigated, assigned to an owner, supported, corrected or cleared with approval, and tracked until closure rather than carried forward without explanation.

What belongs in a Reconciliation and Audit Readiness File?

The file links the trial balance, reconciliations, supporting schedules, adjustment entries, source documents, review sign-offs, audit requests, query responses, exceptions, owners, and resolution evidence.

Conclusion

Participants leave with a Reconciliation and Audit Readiness File connecting balances, support, adjustments, reviews, and audit requests. The work product makes bookkeeping judgments and unresolved items visible for finance review. It helps teams shorten evidence retrieval, strengthen close discipline, and respond consistently to audit queries.

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