

E-Commerce Bookkeeping and Marketplace Reconciliation Training Course

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Overview

E-Commerce Bookkeeping and Marketplace Reconciliation Training Course is a one-week foundation-to-practitioner course for online sellers, bookkeepers, accounting assistants, marketplace finance staff, and small-business teams who leave with an E-Commerce Bookkeeping Control File. The course connects e-commerce bookkeeping, marketplace reconciliation, payment-gateway reconciliation, inventory accounting, and month-end close. Participants trace orders through gross sales, deductions, net payouts, bank deposits, inventory movements, and reports. Agile Leaders Training Center develops practical e-commerce bookkeeping capability.

Who Should Attend

- Functions responsible for recording online sales, fees, refunds, and shipping transactions
- Teams responsible for marketplace settlements, payment processors, and bank reconciliations
- Groups responsible for inventory records, cost of goods sold, and margin support
- Functions responsible for small-business cash flow, month-end close, and management reports
- Personnel responsible for source records, clearing accounts, and transaction exceptions

The course assumes participants handle routine business transactions or online-store records, and leaves out jurisdiction-specific tax advice, advanced financial reporting, audit practice, and vendor certification.

Departments and Industries

The course supports departments and industries that sell through online stores, marketplaces, payment gateways, and delivery channels.

- Finance, bookkeeping, accounting operations, and shared services
- E-commerce, online retail, consumer goods, and subscription businesses
- Marketplace operations, fulfillment, logistics, and payment services
- Hospitality, professional services, education, and digital products
- Small businesses, outsourced bookkeeping providers, and owner-managed enterprises

Learning Objectives

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

- Build an e-commerce chart of accounts and source-record map.
- Analyze gross sales, deductions, refunds, fees, and net payouts.
- Use clearing accounts to reconcile marketplaces and payment gateways.
- Apply inventory and cost-of-goods-sold schedules to online transactions.
- Diagnose settlement, chargeback, shipping, and cash-on-delivery differences.
- Build a supported month-end close and management reporting file.

Course Agenda

Day 1: Structure E-Commerce Books

- E-Commerce Transaction Flow and Party Map
- Online Sales Chart of Accounts Design
- Sales Channel and Payment Processor Register
- Source Document and Data Ownership Checklist
- Gross-to-Net Recording Policy Matrix

Day 2: Record Sales and Deductions

- Gross Sales and Marketplace Payout Bridge
- Platform and Payment Processing Fee Schedule
- Refund, Return, and Chargeback Accounting Log
- Shipping Income and Fulfillment Cost Worksheet
- Collected Tax and Liability Classification Guide

Day 3: Control Inventory and Channel Data

- Inventory Movement and Channel Quantity Reconciliation
- Cost of Goods Sold Rollforward Schedule
- Purchase, Landed Cost, and Receiving Evidence File
- Damaged, Returned, and Unsellable Stock Register
- Channel Margin and Product Profitability Analysis

Day 4: Reconcile Payouts and Close

- Marketplace Clearing Account Reconciliation
- Payment Gateway Deposit Matching Procedure
- Cash-on-Delivery Settlement Control Sheet
- Multi-Channel Exception and Duplicate Review
- E-Commerce Month-End Close Checklist

Day 5: Practice E-Commerce Bookkeeping

- Suggested Exercise: Build an Online Sales Chart of Accounts
- Suggested Exercise: Reconstruct a Gross-to-Net Marketplace Payout
- Suggested Exercise: Reconcile Inventory and Cost of Goods Sold
- Suggested Exercise: Resolve a Payment-Gateway Difference
- Capstone Exercise: Assemble the E-Commerce Bookkeeping Control File

Practical Exercises

The course uses suggested activities to connect online orders, settlements, inventory, bank deposits, and accounting reports.

- Suggested activity: classify marketplace orders, fees, refunds, shipping, and collected tax into controlled accounts.
- Suggested activity: break a bundled payout into gross sales and deductions before matching the net bank deposit.
- Suggested activity: reconcile store, warehouse, and ledger inventory while updating cost of goods sold.
- Suggested activity: complete an exception log, clearing-account reconciliation, close checklist, and management report.

FAQs

Who suits e-commerce bookkeeping and marketplace reconciliation training, and what does it assume?

E-commerce bookkeeping and marketplace reconciliation training suits online sellers, bookkeepers, finance assistants, and marketplace teams. It assumes familiarity with routine transactions or online-store records but not advanced accounting practice.

How does e-commerce bookkeeping differ from general computerized bookkeeping training?

E-commerce bookkeeping centers on bundled marketplace payouts, processor deductions, refunds, chargebacks, shipping, multi-channel inventory, clearing accounts, and settlement timing; computerized bookkeeping training addresses broader transaction processing and software controls.

Why should marketplace payouts be reconciled to gross sales?

Marketplace payouts should be reconciled to gross sales because the bank receives a net deposit after fees, refunds, chargebacks, shipping adjustments, and other deductions. Recording only the deposit can misstate revenue and expenses.

How do clearing accounts support payment-gateway reconciliation?

Clearing accounts temporarily connect recorded customer payments with later processor deposits. A reconciliation explains timing items, fees, refunds, chargebacks, withheld balances, duplicates, and missing settlements before the account is cleared.

How should e-commerce inventory and cost of goods sold be controlled?

E-commerce inventory and cost of goods sold should connect purchases, receipts, sales, returns, damage, channel quantities, and valuation schedules. Differences require documented investigation before month-end reporting.

Conclusion

Participants take back an E-Commerce Bookkeeping Control File. The file connects the chart of accounts, gross-to-net payout bridge, fee and refund logs, inventory schedule, clearing-account reconciliations, close checklist, and management report. It changes online-store bookkeeping from disconnected platform totals into traceable records that explain cash, inventory, margins, and exceptions.

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