Financial Accounting Foundations and Cycle Practice Course

22 – 26 August 2027
Accra

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Training Center

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Financial Accounting Foundations and Cycle Practice Course

Ref: 1039_176638 **Date:** 22 – 26 August 2027 **Location:** Accra **Fees:** 4100 Euro

Overview

Financial Accounting Foundations and Cycle Practice Course is a one-week foundation course for new accounting staff, finance assistants, and operational employees handling transactions, who leave with a Transaction-to-Statements Accounting Workbook. Participants follow source documents through transaction analysis, double-entry records, ledgers, trial balances, adjustments, basic financial statements, and closing. The course emphasizes traceable records, balanced entries, and error checking. Agile Leaders Training Center develops financial accounting foundations.

Who Should Attend

- New accounting teams responsible for recording and checking routine financial transactions
- Finance support teams responsible for documents, journals, ledgers, and account schedules
- Administrative teams responsible for invoices, receipts, payments, and transaction evidence
- Operations teams that provide financial data and need to understand its accounting effect
- Early-career professionals preparing for accounting and finance responsibilities

The course assumes no prior accounting role and leaves advanced reporting standards, tax advice, audit practice, consolidation, and software configuration outside its scope.

Departments and Industries

The course supports organizations whose staff create, record, review, or use routine accounting information.

- Accounting, finance operations, administration, procurement, and shared services
- Retail, hospitality, logistics, healthcare, and education
- Manufacturing, construction, energy, utilities, and property operations
- Technology, professional services, telecommunications, and media
- Small-business, nonprofit, and community-service finance teams

Learning Objectives

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

- Analyze transactions using the accounting equation
- Apply debit and credit rules to journal entries
- Build ledger accounts and an unadjusted trial balance
- Use adjusting entries to update period balances
- Prepare basic financial statements from adjusted records
- Diagnose recording errors and complete period closing

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Course Agenda

Day 1: Transactions and Accounting Logic

- Source Document and Transaction Evidence Checklist
- Accounting Equation Impact Analysis Grid
- Asset, Liability, Equity, Income, and Expense Classification Map
- Debit and Credit Decision Rules
- Chart of Accounts Coding Worksheet

Day 2: Journals and Ledgers

- General Journal Entry Template
- Compound Entry Analysis Method
- General Ledger Posting Procedure
- T-Account Balance Tracking Sheet
- Journal-to-Ledger Cross-Reference Control

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Day 3: Trial Balance and Adjustments

- Unadjusted Trial Balance Preparation Sheet
- Trial Balance Difference Investigation Checklist
- Accrual and Deferral Adjustment Schedule
- Depreciation and Estimate Entry Worksheet
- Adjusted Trial Balance Control

Day 4: Statements and Period Closing

- Income Statement Preparation Worksheet
- Statement of Changes in Equity Bridge
- Statement of Financial Position Assembly Map
- Closing Entry and Temporary Account Schedule
- Post-Closing Trial Balance Checklist

Day 5: Accounting Cycle Simulation

- Exercise: Analyze Source Transactions
- Exercise: Journalize and Post Ledger Entries
- Exercise: Correct Trial Balance and Adjustment Errors
- Exercise: Prepare and Cross-Check Basic Statements
- Capstone Exercise: Transaction-to-Statements Accounting Workbook

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Practical Exercises

The course uses suggested activities that connect documents, entries, balances, adjustments, statements, and closing.

- Suggested activity: classify source transactions and record their accounting-equation effects
- Suggested activity: journalize transactions, post them to ledgers, and trace cross-references
- Suggested activity: investigate a trial-balance difference and prepare adjusting entries
- Suggested activity: assemble statements and complete closing checks from one data set

FAQs

Who suits financial accounting foundations training?

New accounting staff, finance assistants, transaction-processing employees, and early-career professionals suit the training. It assumes no prior accounting role but requires comfort with basic arithmetic and workplace documents.

How does financial accounting foundations training differ from advanced reporting training?

Financial accounting foundations training develops transaction analysis, double entry, journals, ledgers, trial balances, adjustments, statements, and closing. Advanced reporting training addresses complex standards, disclosures, judgments, consolidation, and interpretation.

Why can a trial balance agree when accounting errors still exist?

A trial balance can agree when equal debit and credit amounts are posted to wrong accounts, a complete entry is omitted, an entry is duplicated, or offsetting errors occur. Evidence review and account analysis remain necessary.

How do adjusting entries complete the accounting cycle?

Adjusting entries update balances for earned or incurred amounts, allocations, estimates, and timing differences before statements are prepared. They align recorded balances with the reporting period without replacing transaction evidence.

Which accounts are closed at the end of an accounting period?

Temporary income, expense, and distribution accounts are closed into equity according to the entity's process. Asset, liability, and equity balances remain as continuing balances for the next period.

Conclusion

Participants take back a Transaction-to-Statements Accounting Workbook linking documents, analysis, entries, ledgers, trial balances, adjustments, statements, and closing. The workbook makes each accounting-cycle step traceable. Teams can use it to improve recording consistency, error investigation, and communication between transaction owners and finance staff.