Practical Bookkeeping and VAT Return Preparation Course

17 – 21 January 2027
Accra

AGILE LEADERS
Training Center

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Ref: 1072_179115 **Date:** 17 – 21 January 2027 **Location:** Accra **Fees:** 4100 Euro

Overview

Practical Bookkeeping and VAT Return Preparation Course is a one-week intermediate course for bookkeepers, accounts assistants, finance officers, accounts teams, and VAT return preparers, who leave with a VAT Record-to-Return Control Pack. Participants connect VAT record keeping, tax invoice controls, input VAT reconciliation, output VAT control, and VAT return working papers. The course creates a traceable route from source documents through ledgers, adjustments, and review. Agile Leaders Training Center develops bookkeeping and VAT return preparation capability.

Who Should Attend

- Teams responsible for recording sales, purchases, cash, bank, receivables, and payables
- Teams responsible for tax-code selection and source-document validation
- Teams responsible for general-ledger and VAT control-account reconciliations
- Teams responsible for preparing VAT return schedules and working papers
- Teams responsible for investigating exceptions, retaining evidence, and supporting review

The course assumes participants already post routine accounting transactions, and it leaves tax planning, legal opinions, and advanced indirect-tax advisory work outside its scope.

Departments and Industries

The course supports departments and industries that maintain accounting records and prepare evidence for VAT returns.

- Finance, bookkeeping, accounts payable, accounts receivable, and tax operations
- Retail, wholesale, distribution, and consumer-service businesses
- Manufacturing, logistics, construction, and property-service organizations
- Healthcare, education, hospitality, and professional-service organizations
- Shared-service centers, accounting practices, and small-business finance teams

Learning Objectives

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

- Apply source-document checks and VAT tax-code decisions
- Build sales, purchase, cash, bank, and control-account records
- Analyze input VAT, output VAT, adjustments, and ledger exceptions
- Use reconciliations to connect transactions with return working papers
- Diagnose unsupported balances and incomplete evidence trails
- Build a VAT Record-to-Return Control Pack

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Course Agenda

Day 1: Source Documents and VAT Classification

- Source-Document Intake Control Sheet
- Tax Invoice Validation Checklist
- Sales and Purchase Classification Matrix
- VAT Tax-Code Decision Tree
- Evidence Index and Retention Log

Day 2: Bookkeeping Ledgers and Control Accounts

- Sales Ledger and Output VAT Control Account
- Purchase Ledger and Input VAT Control Account
- Cash and Bank Transaction Posting Sheet
- Receivables and Payables Reconciliation Schedule
- General-Ledger VAT Control Map

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Day 3: Adjustments and VAT Reconciliation

- Credit and Debit Note Adjustment Register
- Input VAT Eligibility Evidence Checklist
- Output VAT Completeness Test
- Input and Output VAT Reconciliation
- VAT Exception Investigation Log

Day 4: Return Working Papers and Review

- Bookkeeping Period-Close Checklist
- Trial Balance to VAT Account Bridge
- VAT Return Working Paper Mapping Matrix
- VAT Payable or Refundable Control Calculation
- Reviewer Sign-Off and Audit-Trail File

Day 5: VAT Record-to-Return Practice

- Exercise: Validate and Classify Source Documents
- Exercise: Post Sales, Purchases, Cash and Bank Entries
- Exercise: Reconcile VAT Control Accounts
- Exercise: Investigate a Return Exception
- Capstone Exercise: VAT Record-to-Return Control Pack

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Practical Exercises

The course uses suggested activities that connect routine bookkeeping with return preparation and review.

- Suggested activity: validate mixed retail invoices and assign supported VAT tax codes
- Suggested activity: post logistics sales, purchases, receipts, payments, and adjustments
- Suggested activity: reconcile ledger balances to input and output VAT schedules
- Suggested activity: assemble return working papers with exceptions, evidence, and reviewer sign-off

FAQs

Who suits practical bookkeeping and VAT return preparation training?

Bookkeepers, accounts assistants, finance officers, ledger teams, and return preparers suit the training. The course assumes participants can post routine transactions and use basic accounting records.

How does bookkeeping for VAT returns differ from indirect-tax advisory training?

Bookkeeping for VAT returns focuses on transaction records, tax codes, reconciliations, working papers, and review evidence. Indirect-tax advisory training focuses more on legal interpretation, planning, and complex transaction advice.

What records support VAT return preparation?

VAT return preparation is supported by sales and purchase records, issued and received invoices, credit and debit notes, cash and bank records, ledger accounts, adjustment logs, reconciliations, and retained evidence.

How are input VAT and output VAT reconciled?

Input VAT and output VAT are reconciled by tracing source documents to transaction registers, ledger control accounts, adjustments, and return working papers, then investigating unmatched or unsupported amounts.

Why are VAT return working papers important?

VAT return working papers show how recorded transactions, adjustments, reconciliations, and exceptions produce the reported amounts. They also provide a structured trail for preparation, review, and later examination.

Conclusion

Participants take back a VAT Record-to-Return Control Pack containing validation checks, posting sheets, control-account reconciliations, adjustment records, return mappings, exception logs, and review evidence. The pack makes each reported amount traceable to its accounting source. Teams can use it to close periods, resolve exceptions, and support consistent return review.