



Accounting Operations and Period-End Controls Training Course

4 – 8 July 2027
Accra



Accounting Operations and Period-End Controls Training Course

Ref: 1087_180240 **Date:** 4 – 8 July 2027 **Location:** Accra **Fees:** 4100 Euro

Overview

Accounting Operations and Period-End Controls Training Course is a one-week intermediate course for accounting officers, finance operations staff, payable and receivable teams, junior accountants, and supervisors, who leave with an Accounting Operations Control Pack. Participants move transactions from source evidence and coding through payables, receivables, cash, reconciliations, fixed assets, accruals, subledger control, and close readiness. Agile Leaders Training Center develops reliable accounting operations capability.

Who Should Attend

- Accounting officers processing routine transactions and evidence
- Accounts payable and accounts receivable teams
- Cash, bank, fixed-asset, and general-ledger staff
- Junior accountants preparing reconciliations and close schedules
- Finance operations supervisors managing exceptions and service measures

Participants should understand basic accounting entries and account balances. The course excludes accounting foundations, bookkeeping certification, full financial-statement preparation, and advanced technical accounting.

Departments and Industries

The course supports transaction-intensive finance functions that need consistent processing, evidence, reconciliation, and handoffs.



- Accounting, finance operations, shared services, and controllership
- Accounts payable, receivables, cash, assets, and general ledger
- Manufacturing, retail, services, healthcare, and technology
- Public, private, family-owned, and nonprofit organizations
- Regional operations and multi-entity finance teams

Learning Objectives

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

- Validate source documents and code transactions consistently
- Control payable, receivable, cash, and bank workflows
- Reconcile subledgers, control accounts, and supporting evidence
- Process accruals, prepayments, and fixed-asset movements
- Prepare period-end checklists and resolve exceptions
- Build an Accounting Operations Control Pack



Course Agenda

Day 1: Transaction Capture and Coding Controls

- Source Document Completeness Checklist
- Transaction Authorization and Evidence Matrix
- Chart-of-Account Coding Decision Guide
- Posting Batch and Interface Control Log
- Transaction Exception and Correction Register

Day 2: Payables, Receivables and Cash Operations

- Supplier Invoice and Approval Workflow
- Payment Run and Duplicate-Payment Controls
- Customer Billing and Receipt Allocation Process
- Receivable Ageing and Collection Action List
- Cash Receipt and Disbursement Evidence File



Day 3: Reconciliations and Asset Movements

- Bank Reconciliation Preparation and Review
- Subledger-to-Control-Account Reconciliation
- Intercompany Balance and Difference Log
- Fixed-Asset Addition, Transfer and Disposal Register
- Unreconciled Item Ageing and Resolution Plan

Day 4: Accruals, Close Readiness and Performance

- Accrual and Prepayment Support Schedule
- Recurring and Manual Journal Control
- Period-End Close Readiness Checklist
- Close Issue, Owner and Escalation Tracker
- Accounting Operations Service Scorecard

Day 5: Accounting Operations Practice

- Exercise: Validate Evidence and Code Transactions
- Exercise: Resolve Payable and Receivable Exceptions
- Exercise: Complete Bank and Subledger Reconciliations
- Exercise: Prepare Accruals and Close Actions
- Capstone Exercise: Accounting Operations Control Pack



Practical Exercises

Suggested activities connect transaction evidence, processing, reconciliation, exception resolution, and close ownership.

- Suggested activity: assess a mixed transaction batch for missing evidence and coding errors
- Suggested activity: investigate duplicate payments and unapplied customer receipts
- Suggested activity: clear aged bank and control-account differences
- Suggested activity: coordinate a close-readiness review and escalation meeting

FAQs

Who suits accounting operations and period-end controls training?

Accounting officers, finance operations staff, payable and receivable teams, junior accountants, and supervisors who process transactions or prepare the close suit the course.

How does accounting operations differ from accounting foundations?

Accounting foundations explains core concepts and entry logic. Accounting operations applies those concepts to documents, workflows, reconciliations, evidence, exceptions, handoffs, and close readiness.

Why are subledger reconciliations important?

They compare detailed transaction records with control accounts, reveal missing or duplicated postings, and provide evidence that balances are supported before period end.

What does period-end close readiness include?

It includes completed transaction processing, reviewed reconciliations, supported journals, accrual and prepayment schedules, resolved exceptions, assigned owners, and clear cut-off actions.

Does the course teach financial-statement preparation?

No. It focuses on the operating processes and controls that provide reliable inputs to the general ledger and close. Full statement preparation remains outside scope.



Conclusion

Participants take back an Accounting Operations Control Pack containing evidence checklists, coding guides, payable and receivable workflows, reconciliation templates, asset registers, journal controls, close checklists, exception logs, and service measures. The pack supports consistent processing and an accountable period-end handoff.