



Computerised Bookkeeping and Accounting Software Training Course

1 – 5 November 2026
Accra



Computerised Bookkeeping and Accounting Software Training Course

Ref: 1654_222202 **Date:** 1 – 5 November 2026 **Location:** Accra **Fees:** 4100 Euro

Overview

Computerised Bookkeeping and Accounting Software Training Course is a one-week practitioner programme for bookkeepers, accounting assistants and finance administrators, who leave with a Computerised Bookkeeping Control Pack. It covers software setup, chart of accounts, customer and supplier records, sales, purchases, bank feeds, journals, reconciliations, tax configuration principles, corrections, close and reporting. Participants practise transferable workflows rather than one vendor interface. Agile Leaders Training Center develops practical capability in computerised bookkeeping and accounting software.

Who Should Attend

- Bookkeeping personnel responsible for recording daily transactions
- Accounting support personnel responsible for ledgers and reconciliations
- Finance administration personnel responsible for invoices and payments
- Small-business finance personnel responsible for complete accounting records
- Accounts receivable and payable personnel responsible for control accounts
- Finance supervisors responsible for data quality and period-end review

The course assumes participants can identify common business transactions and basic debits and credits, and it leaves out advanced financial analysis, statutory advice and vendor certification.

Departments and Industries

The course supports organisations that process routine transactions through accounting software and require reliable books.

- Finance, accounting, treasury and shared services
- Retail, wholesale, hospitality and professional services
- Manufacturing, logistics, construction and property services
- Healthcare, education, charities and membership organisations
- Small and medium enterprises and outsourced bookkeeping providers

Learning Objectives

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



- Build a controlled chart of accounts and opening balances
- Process sales, purchases, receipts, payments and journals
- Apply customer, supplier and tax configuration controls
- Use bank feeds and complete bank reconciliations
- Diagnose posting errors, duplicates and reconciliation differences
- Produce a supported month-end trial balance and reports

Course Agenda

Day 1: System Setup and Master Data

- Accounting Software Configuration Checklist
- Chart of Accounts Design Map
- Opening Balance Control Schedule
- Customer and Supplier Master-Data Template
- User Access and Backup Control Matrix

Day 2: Sales, Purchases and Cash Processing

- Sales Invoice and Credit-Note Workflow
- Purchase Bill and Supplier-Credit Workflow
- Receipt, Payment and Allocation Register
- Accounts Receivable and Payable Control Accounts
- Transaction Evidence and Approval Checklist

Day 3: Banking, Tax and Inventory Interfaces

- Bank Feed Review and Matching Rules
- Bank Reconciliation Difference Analysis
- Indirect-Tax Code Configuration Principles
- Inventory and Cost Interface Map
- Cash, Card and Clearing-Account Reconciliation

Day 4: Journals, Corrections and Period End

- Recurring and Adjusting Journal Template
- Error Correction and Audit-Trail Procedure
- Duplicate and Exception Review Report
- Month-End Close Checklist
- Trial Balance and Ledger Integrity Review



Day 5: Bookkeeping Practice and Capstone

- Exercise: Configure a New Bookkeeping File
- Exercise: Process a Complete Transaction Cycle
- Exercise: Reconcile Bank and Control Accounts
- Exercise: Correct Errors and Complete Month End
- Capstone: Computerised Bookkeeping Control Pack

Practical Exercises

Suggested activities use a vendor-neutral simulated accounting file and transaction evidence.

- Suggested activity: configure accounts, contacts and opening balances
- Suggested activity: process sales, purchases, receipts and payments
- Suggested activity: investigate and resolve a bank reconciliation difference
- Suggested activity: complete close checks and produce supported reports

FAQs

Who should take computerised bookkeeping and accounting software training, and what does it assume?

It suits bookkeepers, accounting assistants and finance administrators and assumes basic familiarity with business transactions and debit-and-credit logic.

How does computerised bookkeeping training differ from a financial accounting course?

Computerised bookkeeping concentrates on transaction workflows, software controls, reconciliations, corrections and close evidence, while financial accounting usually gives greater attention to principles, recognition and statement preparation.

Is computerised bookkeeping tied to one accounting software product?

No. The course uses vendor-neutral workflows and control concepts that participants can adapt to authorised accounting systems in their workplaces.

How do bank feeds support bookkeeping software?

Bank feeds import transaction data for review and suggested matching, but users still need evidence, correct coding, duplicate checks and a completed reconciliation.



Does accounting software remove the need for bookkeeping controls?

No. Access, master data, approvals, supporting documents, reconciliations, audit trails, backups and close review remain necessary for reliable records.

Conclusion

Participants take back a Computerised Bookkeeping Control Pack containing setup checks, transaction workflows, reconciliation tools, correction steps and a month-end close checklist. It makes daily processing and review responsibilities more consistent. It helps finance teams maintain supported records, resolve differences and produce reliable ledger reports.