

# E-Commerce Bookkeeping and Marketplace Reconciliation Training Course

3 – 7 May 2027
Singapore

AGILE LEADERS
Training Center

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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.