

Practical Operational Accounting

1. Receivable
2. Payables
3. Bank Reconciliation
4. General Ledger

Objectives of the course: -

The Operational Efficiency achieved through qualitative application of accounting techniques and tools in a timely manner.

Session Details

Each session will be designed as per the industry requirement with mix of theoretical and practical inputs.

Detailed Syllabus

1. Receivables

- Accounting for Revenue
- Accounting for Debit and Credit Notes
- Collection Accounting
- Deduction Management
- Accounting for Revenue Cancellation
- Customer Account Reconciliation
- Rectification of Errors in the Customer Account

2. Payables

- Procurement of Product or Services
- Booking of Services
- Rate contract management
- Accounting for Payments
- Accounting for Debit and Credit notes
- Accounting for purchases of service cancellations
- Vendor Account Reconciliation

3. Bank Reconciliation

- Bank Reconciliation comparing with Bank, Receivables and Payables Accounts
- Rectification of Errors

4. General Ledger

- Charts of Accounts
- GL scrutiny
- Reconciliation of various General Ledger Accounts
- Fixed Asset Accounting
- Cash Account Management
- Accounting for Provisions
- Expenditure matching against Revenue
- Reporting – P&L and Balance Sheet

