GENERAL LEDGER (GL)



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TRAINING CENTER

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GENTEX Training Center LLC | Orlando - FL, USA
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Introduction

General Ledger (GL) Training Course builds the practical skills needed to maintain the accounting record at the centre of every finance function. Participants learn how the chart of accounts is designed, how sub-ledgers feed the general ledger, and how postings, journals and period-end routines keep the books accurate. The programme covers journal entries, reconciliations, intercompany postings, allocations, accruals and the closing cycle in ERP systems such as SAP and Oracle. Furthermore, it addresses controls, audit trails and reporting so the ledger stands up to review. As a result, delegates can run a clean ledger and close the period on time. Gentex Training Center delivers the programme through system-based workshops.

General Ledger (GL) Course Objectives

- Explain the role of the general ledger in the accounting system and reporting cycle.
- Design and maintain a chart of accounts and cost centre structure.
- Record journal entries accurately, including adjusting and reversing entries.
- Reconcile sub-ledgers for receivables, payables, fixed assets and inventory.
- Process intercompany postings and manage intercompany reconciliation.
- Apply allocations, distributions and accrual procedures at period end.
- Use recurring entries, templates and mass uploads efficiently.
- Perform the period-end close, including cut-off and lock procedures.
- Apply controls, segregation of duties and audit trail requirements.
- Produce trial balances, financial statements and ledger reports for review.

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Course Methodology

The course combines clear explanations with hands-on general ledger workshops in a simulated ERP environment. Participants post entries, reconcile accounts, run allocations and complete a full period-end close. In addition, worked examples and group review reinforce each routine, and every day closes with a practical ledger exercise.

Who Should Take This Course

- General ledger accountants and financial reporting staff.
- Accounts payable, receivable and fixed asset accountants.
- Finance shared service centre and BPO team members.
- ERP users working in SAP, Oracle or similar systems.
- Assistant accountants moving into ledger responsibilities.
- Internal auditors and controllers reviewing ledger controls.

General Ledger (GL) Course Outlines

Day 1: General Ledger Fundamentals and Chart of Accounts

- Role of the general ledger in the accounting and reporting cycle.
- Structure of the chart of accounts and account coding logic.
- Cost centres, profit centres and profit and loss account hierarchies.
- Statutory versus management reporting structures.
- Opening balances, master data and account maintenance.
- Segregation of duties and basic ledger controls.

- Workshop: designing a chart of accounts for a company.

Day 2: Journal Entries and Posting Procedures

- Journal entry types: standard, adjusting, reversing and recurring.
- Supporting documentation and approval requirements.
- Accruals, prepayments and provisions posting.
- Depreciation, amortisation and asset accounting entries.
- Correction of posting errors and journal reversal practice.
- Journal templates, mass uploads and validation checks.
- Workshop: preparing and posting a full batch of journal entries.

Day 3: Sub-Ledger Reconciliation and Intercompany Posting

- Relationship between sub-ledgers and the general ledger.
- Reconciling receivables, payables, fixed assets and inventory.
- Clearing accounts, suspense accounts and aged items.
- Intercompany transactions and transfer pricing postings.
- Intercompany reconciliation and elimination for group reporting.
- Bank reconciliation interface and cash postings.
- Workshop: completing sub-ledger and intercompany reconciliations.

Day 4: Allocations, Accruals and Period-End Close

- Allocation and distribution cycles and cost centre assessment bases.
- Recurring entries and automatic postings for routine items.
- Cut-off procedures for revenue, costs and inventory.

- Period-end checklist and close calendar management.
- Foreign currency revaluation and translation entries.
- Locking periods, opening new periods and control of re-openings.
- Workshop: running a complete month-end close cycle.

Day 5: Controls, Reporting and Continuous Improvement

- Internal control framework for the general ledger.
- Audit trail requirements and supporting evidence retention.
- Producing trial balances, statement extracts and ledger reports.
- Variance review and analytical checks before reporting.
- Working with auditors and answering ledger queries.
- Process improvement, automation and standardisation opportunities.
- Workshop: preparing a period-end reporting pack for review.

Conclusion

By successfully completing General Ledger (GL) Training Course, participants will have acquired the practical knowledge to maintain an accurate, well-controlled general ledger. They will understand chart of accounts design, journal posting, sub-ledger reconciliation, allocations, period-end close and ledger reporting, and they will know how to work confidently in ERP systems. As a result, delegates close periods on time and with fewer errors. Gentex Training Center builds the programme around real finance operations.

FAQs for the General Ledger (GL) course

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Q1 What is the "General Ledger (GL)" course about?

It covers how the general ledger is structured and maintained. You learn chart of accounts design, journal entries, sub-ledger reconciliation, intercompany postings, allocations, period-end close and ledger reporting, with practical system-based exercises.

Q2 What are the key benefits of the "General Ledger (GL)" course?

You gain the ability to post and reconcile accurately, which shortens the close cycle and reduces audit findings. You also strengthen ledger controls, work faster in ERP systems, and handle period-end pressure with a clear, repeatable routine.

Q3 What skills will I gain from the "General Ledger (GL)" course?

You will gain general ledger accounting and journal posting, sub-ledger and intercompany reconciliation, period-end close management, and ledger reporting and internal control.

Q4 What tools, methods, or standards are covered in the "General Ledger (GL)" course?

The course covers chart of accounts and cost centre design, journal entry types including adjusting and reversing entries, sub-ledger reconciliation, intercompany posting and elimination, allocation and distribution cycles, foreign currency revaluation, period locking and close calendars, and ledger controls with audit trail requirements in systems such as SAP and Oracle.

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Q5 How is the "General Ledger (GL)" course applied in real-world practice?

Graduates apply it to post daily and monthly journals, clear suspense and clearing accounts, reconcile sub-ledgers, run allocation cycles, complete month-end and year-end closes, prepare trial balances and reporting packs, and answer auditor questions on ledger balances.