



### **Workshop on Accounts Reconciliation: Best Practices**

April 7 – 11, 2025, 1<sup>st</sup> Run: Lagos & Abuja

September 22 – 26, 2025, 2<sup>nd</sup> Run: Lagos & Port Harcourt

**For Tutor -Led Class:** 9am – 4:30pm

**Workshop fee:** N300, 000 per Participant

**For online:** Delivery via Zoom

**Online course fee:** N250, 000 per Participant

**Available for In-plant Training**

**700 USD for foreign  
Participants**

### **Program Overview:**

This program focuses on the importance of account reconciliation for detecting fraud and balance-sheet accuracy. Doing it right requires the proper training. Many organizations train new employees on how to reconcile accounts with old, tired methods because “this is how it’s always been done.” Whether this is positive or negative depends on how much emphasis is placed on what a good reconciliation should be.

Good account reconciliation reflects five main characteristics: Assessment of the validity, correctness, and appropriateness of the account balance. At a specific, verifiable point in time, documented by relevant calculations and clear and complete explanations, with copies of supporting documents, and in compliance with company policy.

### **For Whom:**

Directors, Financial Controllers, Heads of Finance, Finance Managers, Auditors, Accountants, Reconciliation Managers/Staff, Bank Officers and others who perform related functions/who want to update their knowledge and skills in Accounts Reconciliation

### **Program Objectives:**

At the end of the program, participants will be able to:

- define account reconciliation;
- gain comprehensive knowledge and skills to ensure all financial transactions are correct and complete;
- implement reconciliation techniques;
- acquire skills for reconciliation procedures and documentations;
- learn how to overcome problems often encountered in reconciliation processes; and
- prepare a reconciliation statement.

### **Course Outline:**

#### **Day 1: Introduction to Account Reconciliation: An Overview**

- Definition of Accounts Reconciliation
- Process, Policy and Procedures
- Importance of Accounts Reconciliation
- Issues/Challenges of Accounts Reconciliation
  - Accuracy of entries in the Book of Accounts
  - Verification of Bank Balance
  - Mechanism of Internal control

#### **Day 2: Reconciliation Techniques**

Human Capital Associates Global Consult Ltd is Accredited by Nigeria Council for Management Development (NCMD)

Lagos: Human Capital Associates Global Consult Ltd: Acme House 2nd Floor, Ogba Industrial Scheme, Ogba, Ikeja – Lagos

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- Preparing required documentation
- Completing the analysis
- Retaining documentation

### Day 3: Reconciliation Procedure

- Documentation review

#### Cash Management Analysis

- Reconciled Payments
- Reconciled Receipts
- Miscellaneous Transactions
- General Ledger

#### Accounts Payable and Receivable

- Invoices and Memos
- Payment and Receipts
- Customers and Suppliers
- Bank Reconciliation
- Outstanding Payments
- Deposits in Transits
- Balance per Bank Statements
- Bank Charges

#### Fixed Assets

- Additions/Disposals
- Depreciation
- Assets Categories
- Analytics review

### Day 4: Reconciliation Problems

#### Suspense Accounts and Errors

- Errors of Commission
- Errors of Principles
- Errors of Original Entry
- Errors of Omission
- Compensations Errors

### Day 5: Reconciliation Statement

- Reconciliation Record Keeping
- Documentation

### Training Methodology

Lecture, discussion, case study, role play and exercises will be used to reinforce these learning methods.

#### LOCATIONS

1 - HCA Learning Centre. Acme House 2nd Floor, 23, Acme Road, Ogba, Industrial Scheme, Ikeja, Lagos, Nigeria

2 - Pearls Learning Hub, Plot 756, Opposite Divine Hand of God Ministry, Area 1, Garki, Abuja.

3 – Pakiri hotel Ltd., 4 Okwuruola Street, off Stadium Road, Rumuola, Port Harcourt, Rivers State.

**Open Course Fee: N300, 000**

In-plant Fee Negotiable

#### WORKSHOP FEE:

**N300, 000 per participant, VAT –N22, 500**

Note: this covers Workshop Fee, Tea/coffee break, Lunch, course materials and certificate of attendance.

Payment should be made into our Accounts:

Account Name: Human Capital Associates Global Consult Ltd.

Union Bank of Nig. PLC: Account No: 0097961537

First Bank of Nig. PLC: Account No: 2033683960

Keystone Bank Ltd.: Account No: 1007150325

**For Booking / Enquiry, Call: 234-8051365946, 234-7087578814**

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