Joint Ventures · JV429

# Financial Reporting and Reconciliation for Billing Professionals

| Duration | Category | Ref |
|---|---|---|
| **1 Week** | **Joint Ventures** | **JV429** |
| Language | Certificate | |
| **English** | **Certificate of attendance** | |

## Course Introduction

Accurate financial reporting and effective account reconciliation are critical functions in billing and finance operations. Billing professionals play an important role in ensuring that financial transactions are properly recorded, reconciled, and reported to support sound decision-making and maintain the integrity of financial information.

This course provides participants with the knowledge and practical skills required to prepare and analyze financial reports, perform reconciliations, identify and resolve discrepancies, and strengthen internal controls. Participants will gain hands-on experience in applying reconciliation techniques and utilizing financial data to improve billing accuracy and financial performance.

## Course Objectives

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

- Understand the principles and importance of financial reporting and reconciliation.
- Prepare and interpret key financial reports related to billing and accounts receivable.
- Perform account reconciliations and resolve discrepancies effectively.
- Analyze billing data and financial information to support decision-making.
- Apply best practices in month-end and year-end closing activities.
- Strengthen internal controls and ensure data accuracy and compliance.
- Utilize financial reporting tools and ERP systems efficiently.
- Develop reporting and reconciliation processes that improve operational performance.

## Target Audience

### This course is designed for:

- Accountants – Billing
- Accounts Receivable Officers
- Billing Specialists
- Finance and Accounting Officers
- Revenue Accountants

- Financial Analysts
- Finance Supervisors and Team Leaders
- Professionals responsible for financial reporting, reconciliation, and billing operations

# Course Outline

## Day 1

### Fundamentals of Financial Reporting

- Introduction to Financial Reporting Principles
- Role of Billing Professionals in Financial Reporting
- Understanding Financial Statements:
  - Income Statement
  - Balance Sheet
  - Cash Flow Statement
- Revenue Recognition Principles
- Financial Reporting Standards and Compliance Requirements
- Common Reporting Challenges and Best Practices

## Day 2

### Billing Data and Financial Reporting

- Sources of Financial Data in Billing Operations
- Recording Billing Transactions and Revenue Entries
- Preparing Accounts Receivable Reports
- Aging Reports and Customer Account Analysis
- Revenue Reporting and Performance Indicators
- Creating Accurate Financial Reports
- Reporting Errors and Their Impact on Financial Statements

## Day 3

### Reconciliation Techniques and Procedures

- Introduction to Reconciliation Processes
- Account Reconciliation Methodologies
- Customer Account Reconciliation
- Bank Reconciliation Procedures
- General Ledger and Sub-Ledger Reconciliation
- Identifying and Resolving Discrepancies
- Documentation and Reconciliation Best Practices

## Day 4

### Month-End Closing and Internal Controls

- Month-End and Year-End Closing Processes
- Journal Entries and Adjustments
- Accruals and Provisions
- Internal Controls for Billing and Reporting
- Preventing Errors and Fraud
- Audit Preparation and Supporting Documentation
- Compliance and Governance Requirements

## Day 5

## Financial Analysis and Process Improvement

- Financial Analysis Techniques for Billing Professionals
- Key Performance Indicators (KPIs) and Reporting Dashboards
- Accounts Receivable Performance Metrics
- Cash Flow Monitoring and Forecasting
- Leveraging ERP Systems and Reporting Tools
- Continuous Improvement in Reporting and Reconciliation Processes
- Developing an Action Plan for Workplace Implementation

### Ask us for a date for this course

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