



General Ledger Review Training Program

Driving Financial Integrity through Automation & Insight

- Strengthens Controls • Detect Errors
 - Drive Financial Integrity



Audience

The General Ledger (GL) is the foundation of every organization's financial system but without proper review, it can become the biggest source of errors, misstatements, and audit exposure. This training empowers finance professionals with modern analytical tools and auto-mated techniques to review, validate, and reconcile ledger data with precision ensuring accuracy, compliance, and transparency in every transaction. Participants will learn how to use Excel, Power Query, and Power BI to identify anomalies, detect irregular postings, and produce exception-based reports that make oversight faster and smarter.

Ideal for:

- Accountants & Finance Officers
- Financial Controllers & Auditors
- CFOs & Internal Control Manager
- Compliance & Risk Professionals
- Business Analysts in Finance Functions
- Anyone responsible for data accuracy and financial review



Course Description

The General Ledger Review Mastery Training provides a hands-on, automation-driven approach to simplifying GL analysis and strengthening financial control.

You'll learn how to:

- Perform detailed ledger reviews using data analytics tools
- Reconcile account balances and detect irregular postings
- Automate repetitive GL review tasks
- Generate dashboards that highlight trends, outliers, and exceptions

By integrating Excel, Power Query, and Power BI, participants will transition from manual reconciliations to dynamic, automated review systems ensuring continuous financial accuracy and audit readiness. .



Course Outline

Module 1: Understanding GL Structures & Review Objectives

Module 2: Data Extraction & Cleansing from ERP Systems

Module 3: Anomaly Detection & Reconciliation using Power Query

Module 4: Exception Reporting & Dashboard Creation in Power BI

Module 5: Automating GL Review & Audit Trail Documentation



Training Details

Duration: 2 days

Training Fee:

N200,000(excluding tax)





Thank you



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