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COURSE BROCHURE

Bookkeeping Error Correction and Suspense Accounts Training Course

20 – 24 June 2027
Amman

Bookkeeping Error Correction and Suspense Accounts Training Course

Ref: 2267_84237 **Date:** 20 – 24 June 2027 **Location:** Amman **Fees:** 3300 GBP

Bookkeeping Error Correction and Suspense Accounts is a 1-week training course for junior accounts staff and bookkeepers, and it centres on a ledger correction file that takes a month of transactions from posting to a clean trial balance. Unexplained differences, suspense balances and misposted journals delay the close and weaken confidence in management figures. Jupiter Prime Training offers this course to the staff who find and fix those errors.

Why Bookkeeping Error Correction and Suspense Accounts Matters Now

Three pressures make ledger accuracy more visible than before. Cloud ledgers and bank feeds post transactions automatically, so a wrong coding rule repeats an error hundreds of times before anyone notices. Auditors and finance managers ask for every suspense balance to be explained and cleared before the close, not carried forward. A bookkeeper who can classify an error, raise the right correcting journal and prove the fix keeps the ledger trusted; one who parks differences in suspense passes the problem upwards. The course rests on the double-entry principle and accepted bookkeeping practice, described in general terms.

Who Gains Most from Bookkeeping Error Correction and Suspense Accounts

- Bookkeepers responsible for posting daily journals to the nominal ledger
- Accounts assistants responsible for sales and purchase ledger entries
- Staff responsible for bank reconciliations and cash book updates
- Clerks responsible for clearing suspense and control account differences
- New finance team members responsible for preparing trial balance schedules

Small finance teams gain most when every person who posts to the ledger attends together and agrees one correction routine.

Bookkeeping Error Correction and Suspense Accounts Capabilities

Participants learn to trace a ledger difference to its cause and remove it with a correcting entry that leaves an audit trail.

- Apply the duality rule to record transactions in journals and ledger accounts — the month-end close
- Classify errors by type, whether or not they affect trial balance agreement — the finance supervisor
- Design correcting journals with narratives and evidence — the external auditor
- Calculate and clear a suspense account balance — the management accountant
- Build sales and purchase ledger control account reconciliations — the credit controller
- Test a bank reconciliation against the cash book and statement — the treasury officer

Key Bookkeeping Error Correction and Suspense Accounts Terms

- Double entry — the principle that every transaction is recorded as an equal debit and credit in two or more accounts
- Trial balance — a list of ledger balances whose debit and credit totals should agree
- Suspense account — a temporary account holding a difference or an unclassified entry until its cause is found
- Error of principle — a posting to the wrong class of account, such as an expense recorded as an asset
- Compensating error — two separate mistakes of equal value that cancel each other in the trial balance
- Control account — a summary ledger account whose balance should equal the total of a subsidiary ledger

Bookkeeping Error Correction and Suspense Accounts Day by Day

Day 1: Double-Entry Foundations and the Books of Prime Entry

- Duality Rule and Account Classes — Deciding the Debit and the Credit
- Books of Prime Entry — Routing Invoices, Receipts and Credit Notes
- Nominal, Sales and Purchase Ledgers — Choosing Where Each Entry Lands
- Coding Rules and Bank Feed Mapping — Preventing Repeated Misposting
- Source Document Evidence — Supporting Every Ledger Posting

Day 2: Posting to the Trial Balance

- Ledger Balancing Off — Carrying Balances Down at Period End
- Trial Balance Preparation — Proving Debit and Credit Totals Agree
- Accruals and Prepayments Basics — Timing Expenses to the Right Month
- Opening Balance Checks — Confirming Last Period's Figures Carried Forward
- Month of Transactions Case — Posting a Trading Business From Documents

Day 3: Classifying and Detecting Errors

- Errors That Leave the Trial Balance Agreeing — Omission, Commission, Principle
- Errors That Break Agreement — Single-Sided and Transposed Postings
- Difference Divisible by Nine Test — Spotting Transposition Quickly
- Ledger Scrutiny Routines — Reviewing Unusual Balances and Signs
- Error Log Design — Recording Cause, Value and Owner

Day 4: Suspense, Control Accounts and Bank Reconciliation

- Suspense Account Opening and Clearance — Correcting Journals Step by Step
- Correcting Journal Narratives — Leaving a Trail an Auditor Accepts
- Sales and Purchase Ledger Control Accounts — Agreeing Subsidiary Totals
- Bank Reconciliation Statement — Timing Differences and Unrecorded Items
- Redrafting Profit After Corrections — Showing the Effect on Results

Day 5: Practising the Ledger Correction File

- Posted Month and Draft Trial Balance — Applying Day 2 Posting Routines
- Error Classification Schedule — Applying Day 3 Detection Tests
- Suspense Clearance and Control Account Agreement — Applying Day 4 Methods
- Reconciled Bank Position — Confirming Cash Book Against Statement
- Ledger Correction File — Completed Pack With Corrected Trial Balance

Applying Bookkeeping Error Correction and Suspense Accounts After the Course

- Reconcile one control account to its subsidiary ledger and clear any difference with documented correcting journals
- Analyse the current suspense account balance, classify each item by error type and propose its clearance entries

Bookkeeping Error Correction and Suspense Accounts Questions FAQ

What is Bookkeeping Error Correction and Suspense Accounts and why does it matter now?

It is the practice of finding ledger mistakes and clearing suspense differences with correcting journals. It matters now because automated postings repeat errors quickly and auditors expect every suspense balance explained.

Which roles gain most from Bookkeeping Error Correction and Suspense Accounts training?

Bookkeepers, accounts assistants and new finance staff who post journals and reconcile accounts gain most.

How does Bookkeeping Error Correction and Suspense Accounts differ from a general accounting cycle course?

An accounting cycle course walks through recording and reporting in sequence. This course spends most of its time on what goes wrong: error types, suspense clearance, control account differences and correcting journals.

What do you bring back from Bookkeeping Error Correction and Suspense Accounts training?

You bring back a ledger correction file: a posted month, an error classification schedule, cleared suspense and control accounts, a bank reconciliation and a corrected trial balance.

Bookkeeping Error Correction and Suspense Accounts: The Way Forward

The ledger correction file gives the finance supervisor a basis for the first decision of each close: which differences are cleared and which need further evidence before reporting. Bookkeepers use it monthly. After its first use, revisit the coding rules behind the most frequent errors, because fixing the rule prevents the same correction recurring.