



Course : Fast Closing Month End & Year End Accounts

City :	Kuala Lumpur	Hotel :	Kuala Lumpur
Start Date :	2025-10-20	End Date :	2025-10-24
Period :	1 Week	Price :	3950 \$

HighPoint Training and Management Consultancy
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Course Overview

Month and year-end closings are the ultimate processes of finance where the efforts spent during the period materialize in accurate and timely reports. It is important that such valuable information is developed at a cost that is justified by the benefits gained. Hence, organizations need to always identify inefficiencies in the closing process and apply continuous improvement. This course provides several tools for process analysis and improvements related to closing the books quickly and efficiently.

Course Objectives

Month and year-end closings are the ultimate processes of finance where the efforts spent during the period materialize in accurate and timely reports. It is important that such valuable information is developed at a cost that is justified by the benefits gained. Hence, organizations need to always identify inefficiencies in the closing process and apply continuous improvement. This course provides several tools for process analysis and improvements related to closing the books quickly and efficiently.

Target Audience

- All accounting professionals involved in the preparation of financial statements
- Financial controllers, finance managers, financial systems analysts, senior accountants, financial accountants, management accountants, general ledger accountants, assistant accountants, accounts receivable accountants, accounts payable accountants, payroll accountants
- Management and Decision-makers who rely on timely and accurate financial information
- Operations, logistics, and procurement professionals
- Professionals who have responsibility and accountability for financial performance and the integrity of financial and information systems

Methodology

This Fast Closing Month-End & Year-End Accounts training course is interactive and challenges one to think. It is presented in a very user-friendly way to suit individuals with varying levels of financial knowledge and business experience. Discussion of current issues, policies and procedures, together with formal presentations, numerous worked examples, interactive team case studies and exercises, and

videos reinforce the application of each of the learning points and topics covered. The Instructor's own commercial and industrial experience plus many other real-world business scenarios are shared throughout this course to reinforce the use of the various tools and techniques.

Course Outline

Day 1: Introduction to Fast Close Concepts

- Different types and benefits
- Steps needed to achieve a fast close
- Analysing and reviewing the current closing process
- Redesigning the closing cycle
- Finance function stakeholders, redesign and solutions

Day 2: Developing A Fast Close Strategy

- Examining closing activities and requirements
- Best practices in attaining fast close, soft close and virtual close
- Optimising charts of accounts and journal entry requirements
- Organising corporate resources to achieve fast close
- Identifying potential roadblocks

Day 3: Managing Change and Utilising Technology

- Standardisation, customisation and centralisation
- Reviewing paradigms and the difficulties of effecting changes
- Force field analysis
- Change management exercises
- Using technology to improve organisational re-design

Day 4: Operational Implementation of a Fast Close

- Examining the pre-close and fast close processes
- Adopting benchmark and other measurement standards
- Key performance indicators (KPIs)
- Documenting fast close processes incorporating the utilisation of checklists
- Analytical case study

Day 5: Financial Reporting and Ongoing Improvements to the Closing Process

- Design and implementation of controls needed for financial reporting
- Improving the closing process and adopting improvement measurements
- Identifying management reporting criteria
- Summary of the course

Certificates

On successful completion of this training course, HighPoint Certificate will be awarded to the delegates. Continuing Professional Education credits (CPE): In accordance with the standards of the National Registry of CPE Sponsors, one CPE credit is granted per 50 minutes of attendance.