

## **INVITATION FOR 5-DAYS TO ATTEND TRAINING ON ADVANCED MS. EXCEL FOR FINANCIAL STATEMENTS PREPARATION WITH CPD HOURS**

**Dear sir/madam,**

We cordially invite you and your esteemed staff to participate in a comprehensive training on Year-End Financial Statements Preparation and Advanced Excel techniques. This seminar, designed for professionals in both the Public and Private sectors, as well as NGOs, will provide valuable insights and enhance your expertise in financial statements preparation using advanced Excel.

### **Course Overview:**

The seminar is meticulously curated to meet the needs of Chief Accountants, Heads of Finance Departments, Accountants, Tax Officers, Internal Auditors, Finance Managers, and others. Upon successful completion, participants will earn CPD hours and receive certificates.

### **Training Objectives:**

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

- Prepare accurate and professional financial statements using advanced Excel techniques.
- Utilize Excel formulas and functions for financial analysis and reporting.
- Leverage Excel tools to automate repetitive tasks in financial statements preparation.
- Implement best practices for organizing and structuring financial data in Excel.
- Understand how to apply data validation, protection, and conditional formatting for financial reports.
- Master the use of Pivot Tables and Pivot Charts for dynamic financial reporting.

### **Training Outcomes:**

Upon completion of the training, participants will:

- Gain expertise in preparing financial statements such as Income Statements, Balance Sheets, and Cash Flow Statements.
- Develop skills in financial data analysis and management using Excel tools.
- Be proficient in automating financial reporting processes to enhance efficiency.
- Acquire knowledge of creating interactive dashboards for presenting financial insights.
- Receive CPD Hours certification to support their professional development.

### **Topics to Be Covered and Benefits:**

#### **Module One (Key MS Excel Tools in Accounting & Auditing):**

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- Relative, Mixed & Absolute Cell referencing.
  - Logical IF functions (IF, Nested IF, IF AND, IF OR).
  - COUNT, COUNTA, COUNTIF, COUNTIFS, SUM, SUMIF, SUMIFS.
  - Using CHOOSE, CHOOSECOLS, and CHOOSEROWS functions.
  - Flash Fill & Format Cells.
  - Look-up functions (XLOOKUP, VLOOKUP, HLOOKUP, INDEX & MATCH).
  - Conditional Formatting, Data Validation, Data Protection.
  - Using HSTACK, VSTACK, TOCOL, and TOROW functions.
  - Using SORT, SORTBY, FILTER, UNIQUE, LARGE & SMALL functions.

### **Module Two (Key MS Excel Tools & Applications):**

- What if Analysis.
- Bank reconciliation
- Excel Tables and Pivot Tables.
- Preparing Aging Analysis Reports.
- Fixed Asset Register & its summarized schedules.
- Introduction to Power Query in Excel.

### **Module Three (Excel Application in Accounting & Auditing):**

- Designing Chart of Accounts & General Ledger in Excel.
- Posting transactions in General Ledger using practical scenarios.
- Automating Trial Balance & understanding its logic.
- Preparing Statement of Profit or Loss, Changes in Equity, Financial Position, & Cash Flows.
- Preparing Multi-period Financial Statements (IFRS/IPSAS Compliant).
- Recording Year-end Adjusting Entries.
- The Adjusted Trial Balance (ATB).
- Mapping ATB to Financial Statements.
- Preparing Income Statements & Balance Sheets from ATB.
- Preparing Notes to Financial Statements.

### **Fees and Payment Method:**

**TZS 300,000/= per person** (Daily Evening session - Physical or Online Session). Payments can be made through bank deposit to the following details:

**A/C NAME: STEP AHEAD FINANCIAL CONS**

**BANK NAME: CRDB BANK**

**ACCOUNT NUMBER: 015C448187900**

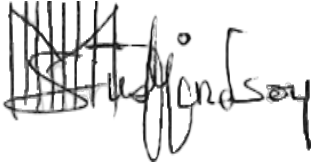
### **Confirmation:**

To confirm your attendance or for any inquiries, please call +255 713 388 317 or email us at [info@safco.co.tz](mailto:info@safco.co.tz).

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We look forward to your participation in this insightful seminar, which promises to enhance your knowledge and skills in the fields of financial statements preparation and Excel proficiency. Your presence will undoubtedly contribute to the success of this event..

Sincerely,

A handwritten signature in black ink, appearing to read 'Yustino Nyendeza'. The signature is stylized with a large 'Y' and 'N'.

Yustino Nyendeza

Step Ahead Financial Consultants Limited (SAFCO)

Training Director

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