



**STEP AHEAD FINANCIAL
CONSULTANTS LIMITED**
"Always One Step Ahead"

MASTERCLASS TRAINING TRAINING ON FINANCIAL REPORTING WITH ADVANCED MICROSOFT EXCEL STEP AHEAD FINANCIAL CONSULTANTS LTD

SAFCO CONTACT DETAILS

CORPORATE OFFICE

Uhindini Street, Opposite Vision
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LEGAL DETAILS

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CORRESPONDENCE DETAILS

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1. COURSE DETAILS

Step Ahead Financial Consultants (SAFCO) Ltd invites **ALL Accountants and Auditors** for the **Financial Reporting with Advanced MS Excel** training scheduled as follows:

DATES: 11th November 2020 - 14th November 2020
DAYS: **FOUR (4) DAYS** TRAINING FROM **WEDNESDAY TO SATURDAY**
VENUE: NSSF MAFAO HOUSE, MOROGORO
TIME: 8:00 AM TO 5:00 PM
CPD HOURS: **10 HOURS** RECOGNIZED BY **NBAA & ACCA**
REQUIRED: COME WITH YOUR LAPTOP with At least Microsoft office 2010)
PRESENTER: YUSTINO NYENDEZA (FCCA, ACPA, MCT, MVP)
COURSE FEES: **TZS 400,000** PER PARTICIPANT (Fees, Breakfast, Lunch & bites)
PAYMENT METHOD: **A/C NAME:** STEP AHEAD FINANCIAL CONSULTANT
BANK NAME: CRDB BANK
ACCOUNT NUMBER: 015C448187900

LIMITED SEATS AVAILABLE, CONFIRM YOUR PARTICIPATION BY MAKING EARLY PAYMENTS ON/ BEFORE 6th Nov. 2020. 10% DISCOUNT ON FEES AVAILABLE FOR PAYMENTS MADE ON/BETWEEN 6th NOVEMBER 2020

2. ABOUT THIS TRAINING

Many Accounting Professionals spend most of their time in the office working with data. It could be to extract data from their Accounting systems to Excel, sorting, filtering, summarizing, writing formulas and so on to produce Management Reports. This is usually done on a routine basis, like daily, weekly, monthly or quarterly and this process is usually stressful and time consuming.

The major reason for the stress and time consumption is because many professionals have never been formally trained on the proper use of spreadsheets such as Microsoft Excel. Most of them have attended Basic Excel training in college or have self-taught themselves on the job.

According to the most extensive spreadsheet research carried out by Dr. Raymond Panko of the University of Hawaai, about 99% of spreadsheets he audited contained errors. The fact is that most of the time spent working with data is unnecessary.

This course aims to give participants cutting-edge Financial Reporting in Excel skills to help them to be effective, efficient and accurate in their data analysis & reporting according to International Best Practice Standards.

3. TRAINING CONTENTS TO BE COVERED

DAY ONE (KNOWLEDGE BASE FORMULAS AND FUNCTIONS)

- ❖ Relative, Mixed & Absolute Cell referencing.
- ❖ Subtotal, Grouping & Ungrouping and Data Consolidation
- ❖ Excel Tables and its advanced applications
- ❖ Text to Columns, Text & Concatenate Functions.
- ❖ Logical IF functions & Nested IF Functions
- ❖ Advanced Logical Functions: IF AND, IF OR, IF AND OR
- ❖ COUNT, COUNTA, COUNTIF, COUNTIFS, SUM, SUMIF, SUMIFS
- ❖ SUMPRODUCT function and its Advanced applications
- ❖ Data Protection and encryption:
 - Protect Workbook
 - Protect Sheet
 - Lock Cells
 - Read-only Workbook
 - Mark as Final

DAY TWO (KNOWLEDGE BASE FORMULAS AND FUNCTIONS)

- ❖ Look-up functions (Vertical and Horizontal Look-up functions)
- ❖ Index, Match and Choose Functions
- ❖ Loan Amortization schedule functions: - PMT, IPMT & PPMT
- ❖ Goal seek
- ❖ Data table
- ❖ Scenario Manager
- ❖ Solver
- ❖ DATEDIF, Today's Date, Last Day of the Month, Adding days, months and year to a date.
- ❖ Advanced Conditional Formatting
- ❖ Mastering Advanced Data Validation techniques

DAY THREE- (APPLICATION OF FORMULAS TO FINANCIAL REPORTING)

- ❖ Reporting with Pivot tables and its advanced applications
- ❖ Preparing automated Aging analysis reports
- ❖ Preparing Payroll sheet summaries and Automatic Staff Pay slips
- ❖ Detailed Fixed Asset Register design and its summarized schedules
- ❖ Preparing Bank Reconciliations in Excel
- ❖ Budgeting and Budgetary Control in Excel

DAY FOUR- (APPLICATION OF FORMULAS TO FINANCIAL REPORTING)

- ❖ Creating a General Ledger in Excel from scratch
- ❖ Automating Trial Balance from General Ledger
- ❖ Automating the Statement of Profit or Loss (Surplus and Deficit)
- ❖ Automating the Statement of Changes in Equity (Changes in Net Assets)
- ❖ Automating Statement of Financial Position
- ❖ Automating the Statement of Cash flows
- ❖ Creating a Multi-period Financial Statements (IFRS/IPSAS Compliant FS)
- ❖ Introduction to Interactive Dashboard Reporting and Charts

4. WHO SHOULD ATTEND THIS TRAINING?

This course is designed for Professional Accountants charged with preparation of financial and management accounts in their organizations or for clients, payroll accountants, PPE Register Accountants, staff of internal and external audit functions, school bursars, and others who need to support managerial decision-making through the analysis of financial data. It has been designed for accounting professionals who wish to explore the practical use of advanced Excel functions with financial data.

5. LEARNING OUTCOMES

- ❖ With this course, participants can be assured of a comprehensive study experience which will prepare them for any financial reporting and analysis role.
- ❖ Practical knowledge on how to effectively automate their financial reporting by building various management reports, annual accounts and notes.
- ❖ An understanding of various error checking methods to ensure all the reports produced using this methodology are easily reconcilable with the various notes and sub reports.
- ❖ Practical knowledge and understanding of the tools, techniques and functions in Excel that are of greatest benefit to finance and accounting including their practical application.
- ❖ Good understanding of how to interface Microsoft Excel with other office applications like Microsoft Word and Power Point.
- ❖ New skills and confidence at the workplace.

Yours sincerely



CPA YUSTINO NYENDEZA FCCA
MANAGING DIRECTOR (0713 388 317/ 0757 749 641)