

FINANCIAL REPORTING WITH MICROSOFT EXCEL

Gain expert knowledge that will boost your efficiency at work!

Whether you work for a public accounting firm or are an accountant at a multinational company, Microsoft Excel is likely an essential part of your work. Microsoft Excel is the “Accountants tool box” and by far the most widely used reporting tool by most accountants. It is no wonder most accounting and business software have made it possible to import and export data to and from Microsoft Excel.

The Financial year is coming to an end, and it will be crunch time for most accountants. How well are you able to exploit the power of Microsoft Excel in your accounting or financial reporting role? Do you dread month end and year end because of the financial reporting hassle? Join us this June 14th to 15th and put your fears to rest. This Financial Reporting with Excel course has been designed to give participants a cost effective, flexible, and powerful solution to their organizations financial reporting needs. This course resolves many financial reporting challenges faced in various organizations by offering participants the flexibility and ease of creating their own solutions without the need of a large and costly system implementation.

Why attend this training?

Participants to this two-day training will be able to develop **Excel-based management reporting solutions** to help their organizations automate and turn all the great data collected each day into useful information for making decisions, and monitoring operations.

Armed with knowledge from this training, participants will be able to;

- Generate Financial Reports with greater accuracy
- Save time & money in their financial reporting process;
- Understand what's happening in their businesses; and therefore,
- Make decisions with confidence.

What you will learn from this Course

With this course, participants can be assured a comprehensive study experience which will prepare them for any financial reporting and analysis role. They will also gain;

- Practical knowledge on how to effectively automate their financial reporting by building various management reports, annual accounts and notes to the accounts based on a single Trial balance input
- 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.

Course outline

This two-day training will focus on equipping participants (majorly, accountants and finance staff) with the necessary knowledge and skills they need to perform the tasks they typically do on a regular basis to achieve period end financial reports in a shorter time frame, but with greater accuracy. The training will cover the following areas from extraction of the trial balance to production of management accounts, final accounts and related notes.

- Excel basics and best practice;
- Review of Key functions; LOGICAL, DATE, LOOKUP Etc
- Financial reports; Understanding information flow and requirements
- Understanding the structure of your Trial balance, account codes and financial reports
- Setting up your financial reporting templates
- Recording a Macro to automate production of notes to the accounts
- Linking your financial reports information to Ms Word or power point files

COURSE FEES

This course is priced at UGX 650,000 per participant payable to DATAHOUSE Business Solutions Account No 0121152307200 with Housing Finance Bank Ltd Kololo Branch. SWIFT CODE: HFINUGKA. All participants will be given a certificate of attendance and practical templates, exercises & solutions, plus other tools relevant to financial reporting.

ABOUT THE TRAINER

Godfrey Kakala MBA FCCA CPA(U) is a qualified Accountant, a Fellow of the Association of Chartered Certified Accountants (FCCA), and a practicing member of the Institutes of Certified Public Accountants of Uganda (ICPAU) and Rwanda (ICPAR) with over 15 (Fifteen) years post qualification experience. Godfrey worked in both corporate and NGO environments with exposure to various cultural backgrounds including working visits to 26 countries in Africa and Asia.

Godfrey is an experienced trainer and has taught several Accounting professionals in various organizations on the effective use of Microsoft® Excel at the workplace. His courses are structured around key topics like Financial Modeling, Financial Reporting, Budgeting, Financial Analysis, and Audit. He has also developed various accounting tools in Excel to ease financial accounting and reporting by organizations that are budget constrained to afford existing off the shelf accounting softwares.