

**INVITATION FOR A 5-DAYS TRAINING ON ADVANCED MS. EXCEL AND  
POWER QUERY FOR FINANCIAL STATEMENTS PREPARATION WITH 10  
CPD HOURS**

**Venue: Dodoma, Roma Complex**

**Date: 01 Dec 2025 - 05 Dec 2025**

Dear Sir/Madam,

We cordially invite you and your esteemed staff to participate in a comprehensive 5-days training on Year-End Financial Statements Preparation and Advanced Excel. This seminar is designed for professionals in the Public and Private sectors, as well as NGOs, aiming to provide valuable insights and enhance your expertise in preparing financial statements using advanced Excel techniques.

**Course Overview:**

This seminar has been meticulously curated to cater to the needs of professionals such as Chief Accountants, Heads of Finance Departments, Accountants, Tax Officers, Internal Auditors, Finance Managers, Accounts officers, Cashiers, Accounts Assistants, Assistant Accountants, Finance Officers, and many others. Upon successful completion, participants will receive training certificates and earn Continuing Professional Development (CPD) hours.

**Modules to Be Covered:**

**Module 1: Key Excel Tools in Accounting & Auditing**

- Relative, Mixed & Absolute Cell referencing
- Logical IF functions, Nested IF Functions, IF AND, IF OR
- COUNT, COUNTA, COUNTIF, COUNTIFS, SUM, SUMIF, SUMIFS
- Using CHOOSE, CHOOSECOLS, and CHOOSEROWS functions



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- Flash fill & Format Cells
- Look-up functions (XLOOKUP, VLOOKUP, HLOOKUP, INDEX, and MATCH)
- Conditional Formatting, Data Validation techniques, Data Protection, and Printing reports professionally
- Using the HSTACK, VSTACK, TOCOL, and TOROW Functions
- Using the SORT, SORTBY, FILTER, UNIQUE, LARGE, and SMALL

**Functions Module 2: Advanced Excel Applications**

- Excel Tables and Pivot Tables
- Preparing Aging analysis reports
- Preparing Fixed Asset Register & its summarized schedules
- Introduction to Power Query in Excel
- Designing Chart of Accounts and General Ledger in Excel
- Posting transactions in the General Ledger using Practical scenarios
- Automating Trial Balance from General Ledger and understanding its logic

**Module 3: Financial Statements Preparation**

- Preparing Statement of Profit or Loss (Surplus or Deficit)
- Preparing Statement of Changes in Equity (Changes in Net Assets)
- Preparing Statement of Financial Position
- Preparing Statement of Cash flows
- Preparing Multi-period Financial Statements (IFRS/IPSAS Compliant FS)
- Recording Year-end Adjusting Entries
- The Adjusted Trial Balance (ATB)

Roma Complex, P.O. Box 2796, Dodoma, Tanzania.

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- Mapping ATB to the Financial Statements
- Preparing Income Statements from ATB
- Preparing Balance Sheets from ATB
- Preparing Notes to Financial Statements

### Fees and Payment:

The fee for this training is **TZS 590,000/= per person**, which includes all training materials, lunch, and refreshments. Payments can be made through bank deposit to the following details:

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

**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).

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

Sincerely,

Yustino Nyendeza

Managing Director

Step Ahead Financial Consultants Limited (SAFCO)

12 March 2025

Roma Complex, P.O. Box 2796, Dodoma, Tanzania.

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