



FINANCIAL REPORTING WITH MICROSOFT EXCEL

Skills to Automate Your Reporting Process And Save Time!

Unleashing the true value of the Finance function requires efficient processes that minimize manual tasks, such as month end reporting to free up the Finance team to focus on value-added analysis and decision support. Timely financial statements help organizations maintain a healthy cash flow, facilitate financial planning, assist in making strategic business decisions, and measure progress towards long-term goals.

Microsoft Excel, a tool available on most computers, can be used to automate key financial reporting and close processes and empower finance teams to proactively manage risk and drive performance in their organizations. It is the “Accountants tool box” for financial reporting, but many accountants are unable to apply its logical formulas, Pivot tables and other dynamic functions to generate accurate and timely financial reports for their organizations.

By leveraging on Excel, rationalizing existing processes, and minimizing manual effort, organizations should experience improved financial reporting and gain access to weekly or daily insights into the financial trends and signals to enable managers take immediate action to proactively impact the period-end results.

Practical knowledge and understanding of the tools, techniques and functions in Excel

Learn from our Experienced and Passionate Trainers and be able to automate your reporting processes.

Gain new skills and confidence at the workplace.

**28 HOURS
OF INTENSIVE
HANDSON STUDY.**

**DATAHOUSE BUSINESS
SOLUTIONS**

Room 204
Kirabo Complex, Bukoto
P.O. Box 28581, Kampala
Tel; 0700 424288

Changing the way you work!

LEARNING OUTCOMES

This training will provide participants with tips and solutions on how to use Microsoft Excel features like SUMIF, VLOOKUP, Conditional Formatting, Pivot Tables, Charts etc. to create financial reports. They will learn how to;

- Map a detailed General Ledger.
- Extract a Trial Balance, Income Statement and Balance sheet.
- Extract notes to the accounts.
- Highlight key Variances.
- Age accounts receivable/Payable.
- Calculate key financial ratios.
- Visually present financial information.

WHO SHOULD ATTEND?

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

Participants must have some basic spreadsheet skills and should be able to: use basic excel formulas; link worksheets and understand how cells are referenced. Participants should come with a laptop powered with Microsoft® Excel 2010 or later version.

The objective is to guide participants on how to use Microsoft Excel to **Map** a detailed General Ledger, extract a **Trial Balance**, **Income Statement** and **Balance sheet** – Including Analysis of **Variances**, Financial **Ratios**, **Notes** to the accounts, **Charts**, and Account **Ageing**.

KEY FORMULA/TOOL TO BE COVERED

1. IF(AND/OR	6. CONDITIONAL FORMATTING
2. VLOOKUP	7. PIVOT TABLES
3. OFFSET	8. PIVOT CHARTS
4. SUMIF(S)	9. GOTO SPECIAL
5. IFERROR	10. MAX/MIN

Participants **MUST** have;

- A Laptop
- Some basic understanding of Accounting and Finance
- Microsoft® Excel basics.

Classroom size is limited to **30** participants only.

FEE PAYABLE:
USD: 2,250
Per participant.

To
DATAHOUSE
Business Solutions

Account No.
1100113706
Housing Finance Bank Ltd
Kololo Branch.
SWIFT CODE:
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