

Accounting Software Packages Training
Location: SAEBS Conference Room, SUA, Morogoro



COURSE CONTENT

1. Principles of Accounting
2. Accounting Problems
3. Setting Up QuickBooks
4. Loading Master File Lists
5. Working with Settings
6. Invoicing Customers
7. Paying Vendors
8. Track Inventory and Items
9. Managing Cash and Bank Accounts
10. Paying Employees
11. QuickBooks Journal Entries
12. Preparing Reports
13. Administering QuickBooks
14. Protecting Data

A short course on
Accounting Software Packages –
QuickBooks & Tally

Fee: TZS 650,000/=

Planned Dates: 27th Sept–1st Oct, 2021

Deadline is 21st September, 2021

Mode of Payment: Payment should be deposited into Bank Account:
Bank: CRDB
Account Name: AB-CONSULT
Account Number: 0150358085700

Who should attend?

The programme is designed to benefit ; CEOs/MDs/, Chief Accountants , Treasurers, Quality assurance Managers/officers, Cashiers, Cost controllers, Financial Managers/Officers, Accountants, Tax administrators, Auditors Business owners, Investors, Risk analyst ,Accounting and Finance Students etc.

COURSE OBJECTIVES

To impart knowledge and skills on computerizing of the accounting department; to increased accuracy and efficiency in business reporting ,to gives consolidated picture of financial and operational data.

- Be able to provide single-source solutions for financial and project-related data
- Be able to provide electronic approvals of transactions and audit trail.
- Be able to control expenditure entry and enable electronic reconciliation
- Be able to make proactive business decisions to manage the cash flows of the organization

Contact for details:

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For registration;
Pay fees before the deadline and
Confirm by sending email to:
abconsult@sua.ac.tz