



THE UNITED REPUBLIC OF TANZANIA
INSTITUTE OF ACCOUNTANCY ARUSHA



SHORT COURSE ANNOUNCEMENT
ON
COMPUTERIZED ACCOUNTING PACKAGE TRAINING (“A Practical Based Training”)

(22nd – 26th July 2019; 26th – 31st August 2019; 16th – 20th September 2019 and 21st – 26th October 2019)

IAA Arusha Campus, Arusha

1.0 COURSE BACKGROUND

The effective use of computerized system has shown positive results in both public and private organizations. Computerized accounting eliminates many of the routine and time-consuming processes associated with manual accounting. Once implemented, invoices, inventory control and preparations of financial reports are processed automatically hence make accounting less time-consuming. Based on those aspects the Institute of Accountancy Arusha will conduct a comprehensive practical training using QuickBooks (QB) as the selected accounting package to compute recording of organization/ business transactions and then prepare the financial reports. Also the participants will learn and practice on utilizing QB features for stock auditing & verification and ordering process.

2.0 COURSE CONTENTS

The course will cover the following

- ▶ How to create company file
- ▶ How to navigate or move around the quick book
- ▶ How to create chart of accounts
- ▶ To add, edit and delete a customer
- ▶ To add, edit and delete a vendor or supplier
- ▶ To record business transaction through the general journal entry feature
 - To enter cash and credit transaction
 - To receive payments

- ▶ To add item list
- ▶ To pay and record bills
- ▶ To issue or create an invoice
- ▶ To write a check
- ▶ To transfer funds to different accounts
- ▶ To prepare financial statement
 - Balance sheet
 - Trial balance
 - Profit and loss
 - Income statement etc
- ▶ To export report to excel

3.0 COURSE RATIONALE

At the end of the program, participants will be able to;

- To customize the program for the organization/ company usage
- To manage stores and stock control within an organization
- To use the system to manage depreciations of assets
- To record business transactions
- To use the software to prepare financial reports
- To use the software for stock auditing, verification and ordering process

4.0 TARGET GROUP

The government and private officials on respective areas are highly encouraging to participate in order to increase performance in their workplace. Therefore the course is intended for cashiers, accountants, bursar, procurement managers/ officers and businessman.

5.0 METHODOLOGY

The course will be conducted through lectures, discussions and Practical lab sessions.

6.0 TRAINING AWARD

At the end of training participants will be awarded with certificates.

7.0 FEES & MODE OF PAYMENT

The fee for the course is 1,000,000/- (**One million only**) for one week (5 working days) to cover for fee, course materials, tea/coffee and lunch. It does not include accommodation and transport cost. Payment may be in cash, cheque or TISS paid directly to our **Bank Account No. 014103007130 in the name of Institute of Accountancy Arusha, NBC, Arusha Branch**. Early registration is highly encouraged and appreciated.

8.0 DATE, DURATION, AND VENUE:

This course will be conducted from **22nd – 26th July 2019; 26th – 31st August 2019; 16th – 20th September 2019 and 21st – 26th October 2019** at the Institute of Accountancy Arusha, located at Njiro Hill-Arusha.

NB: Date can be flexible for a group of 8 or more participants as well as on request.

9.0 FOR MORE DETAILS, YOU MAY CONTACT THE FOLLOWING:

Course Directors

Agnes Mtui Email: amtui@iaa.ac.tz or Monaggie112@gmail.com
Cell phone: +255784705360 or +255 764 285 919

Yona Sangula ysangula@iaa.ac.tz or sangulayona@yahoo.com
Cellphone: +255 763 762 334

Head of Department - Consultancy & Executive Development

Pamela Chogo E-Mail: pchogo@iaa.ac.tz and pamsekela@gmail.com;
Cell phone: +255 655 611512 & +255759334659

Course Administrator

Ms. Caroline Lucumay E-Mail: clucumay@iaa.ac.tz; Cell: +255 782 993 077 and +255 754 023 059

APPLY TO:

The Rector Institute of Accountancy Arusha
P.O. BOX 2798
Arusha.

E-Mail: iaa@iaa.ac.tz Tel: + 255- 27 – 2549605/2549606/2549264/2549265

Fax: + 255 – 27 2549421