



*Training Course:  
Financial forecasting and preparation of budgets  
and financial reports*

*10 - 14 February 2025  
Kigali (Rwanda)*

## Training Course: Financial forecasting and preparation of budgets and financial reports

Training Course code: FI235459 From: 10 - 14 February 2025 Venue: Kigali (Rwanda) - Training Course Fees: 5950 € Euro

### Introduction:

The program will discuss the skills related to handling spreadsheet programs such as "MS Excel" and database management programs such as "MS Access" and how to use these programs in developing and designing electronic accounting applications. Participants will acquire skills in using these programs to analyze accounting data and information, analyze financial statements to evaluate the financial and administrative performance of the organization, and provide financial information that assists in making managerial decisions. Additionally, the program will cover using these programs for financial planning and designing budget plans.

The program will also aim to enhance participants' skills and knowledge in all aspects of financial planning and analysis, budget planning both planning and control aspects, and providing specialized professional advice to help them understand and analyze issues related to performance measurement and evaluation for improvement and refinement purposes.

### Program Objectives:

By the end of the training program, participants will be able to:

- Measure the success of financial management.
- Provide financial information to assist in making managerial decisions.
- Conduct financial planning and analysis and understand both planning and control aspects of budgeting.
- Analyze strengths and weaknesses in the financial position.
- Understand and analyze issues related to performance measurement and evaluation for improvement purposes.
- Analyze risks through the analysis of various financial risks.
- Understand financial planning and its importance.
- Understand the overall framework of the comprehensive current budget.
- Use Excel for financial planning.
- Design accounting systems using Access.
- Develop accounting work using computers.
- Understand the control aspect of the budget.

## Target Audience:

- Financial controllers and other financial officials
- Accountants and bookkeepers
- Managers and financial department heads looking to deepen their understanding of accounting concepts and methods
- Managers and department heads who use financial information in decision-making or report their performance to senior management
- Financial managers
- Audit managers
- Financial planning managers and chief accountants
- Anyone wishing to develop their skills and sees the need for this course

## Outlines:

### Day 1:

- Introduction to "MS Excel":
  - Introduction to computer software used in accounting applications:
    - Introduction to "MS Excel".
    - Introduction to "MS Access".
    - Specialized accounting application programs.
  - Using "MS Excel" in financial planning:
    - Cost planning.
    - Break-even analysis and preparing profitability maps using "Chart Wizard".
    - Financial forecasting and planning using "Solver".
    - Financial analysis and decision alternatives using "Scenarios".

### Day 2:

- Accounting Work and Computers:

- Designing accounting systems using "MS Access":
  - Defining system objectives.
  - Identifying key system elements and components.
  - Preparing and designing system files.
  - Designing data input documents input forms.
  - Designing system outputs information reports.
  - Linking system elements using macros and modules.
- Developing accounting work using computers Part 1:
  - Implementing the full cycle of accounting work.
  - Workshop: Analyzing, recording, and summarizing financial transactions and preparing final financial statements using a computer.
- Developing accounting work using computers Part 2:
  - Auditing income statement elements and balance sheet items: audit programs and gathering evidence.
  - Full workshop: Using structured programs to audit revenue and expense items, and electronically prepared assets and liabilities items.
- Developing accounting work using computers Part 3:
  - Planning and budgeting issues.
  - Stages, standards, and procedures for preparing the current budget.
- Developing accounting work using computers Part 4:
  - Project budgeting and feasibility evaluation tasks.
  - Performance measurement and evaluation accounting.
  - Full workshop: Using computers for financial statement analysis and critique.
  - Full workshop: Using computers for preparing, writing, and presenting financial reports.

### Day 3:

- **Measuring Financial Management Success:**

- Discussing the efficiency criteria of professional management to serve the owners' objectives, focusing on:

- Maximizing total profit.
  - Maximizing stock profit.
  - Maximizing owners' wealth.
  - Measuring management success in maximizing owners' wealth.
- Analyzing Strengths and Weaknesses in the Financial Position:
    - Analyzing strengths and weaknesses in the organization's financial position by discussing the determinants of maximizing owners' wealth, mainly return and risk, including:
      - Return on investment in assets.
      - Return on financing sources management.

#### Day 4:

- Risk Analysis through Analysis of:
  - Liquidity risk to meet short-term financing obligations.
  - Liquidity risk to run operations.
  - Business risks.
  - Financial risks.
- Financial Planning: Its Nature, Importance, and Tools:
  - Budget planning and financial translation of the organization's objectives over a selected future period.
  - Budget preparation approach:
    - Available capacity approach.
    - Market approach and expected demand quantity.
    - Profitability approach.
- Budget Preparation Applications:
  - Under certainty conditions.
  - Under risk and uncertainty conditions.
  - Case application using decision tree model.
- Overall Framework of the Comprehensive Current Budget:

- Practical applications in financial planning.
- Determining the target sales figure for the product or service under regular demand or seasonal demand.
- Determining supply needs and preparing the purchase budget for the coming period.
- Determining the economic purchase quantity considering the balance between inventory holding costs and purchase frequency.

#### Day 5:

- **Practical Applications in Financial Planning:**
  - Preparing cash budgets and planning liquidity and financial ease positions.
  - Comparing alternatives in policy making.
    - Based on differential analysis of each alternative.
    - Based on break-even analysis and contribution margin study.
    - Based on symmetry analysis in the case of government and public services costs.
- **Feasibility Evaluation for Project Budgeting Purposes:**
  - Evaluating the feasibility of the investment project - legal and regulatory feasibility.
  - Market feasibility - technical and engineering feasibility - environmental feasibility.
- **Control Aspect of the Budget:**
  - Measuring actual performance and determining deviation size.
  - Analyzing deviations and measuring the contribution of elements and responsible individuals in forming the overall performance gap.
  - Quantity deviation and price deviation - mix deviation and usage deviation.
  - Reporting on the effectiveness of return on spending in profit and non-profit units.
  - Preparing performance reports for accountability purposes.

## Registration form on the Training Course: Financial forecasting and preparation of budgets and financial reports

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Complete & Mail or fax to Global Horizon Training Center (GHTC) at the address given below

### Delegate Information

Full Name (Mr / Ms / Dr / Eng): .....  
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### Company Information

Company Name: .....  
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### Person Responsible for Training and Development

Full Name (Mr / Ms / Dr / Eng): .....  
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### Payment Method

- Please find enclosed a cheque made payable to Global Horizon
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### Easy Ways To Register

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