



[www.tfcconsult.com](http://www.tfcconsult.com) / Contact us +250788999636

## Curriculum

### Accounting software

Module 1: Introduction to Accounting software: QuickBooks, Sage and Tally

Module 1:1 Create company file & other from existing company file (Branch)

Module 1:2 Create Backup company

Module 1:3 Open or restore Backup copy

Module 1:4 How to create sales receipt Invoice & receive payment in single entry

Module 1:5 Chart of account : Learn how to create chart of account in Accounting

Module 1: 6 Item list: Learn how to create item list in accounting software

Module 1:7 Fixed asset item list

Module 1:8 Price Level list

Module 1:9 How to set Budget & Forecast

Module 1:10 Filling in accounting software

Module 1:11 Setup users and password

Module 1:12 Export your company file to QuickBooks online (Data migration)

Module 1:13 planning & Budget set up

Module 2: Accounting Fundamental, Bookkeeping and data entry keeping

Module 3: Cash disbursement process

Module 4: Account payables

Modules 5: Understand risk

Module 6: Understand internal control

Module 7: Bank reconciliation

Module 8: Financial reporting standards

Module 8:1 Consolidated P&L statement

Module 8:2 Consolidated Balance sheet

Module 9: Professional Best practices

### Taxation

Module 1 : Introduction to Business Registration & Tax account registration

Module 1 : 1 Step by step Guide to Business registration and Tax

Module 2: Tax types summary

Module 3: Obligations & Bookkeeping

Module 4: Refund & Credit note

Module 5: Domestic taxes & E-tax

Module 6: Domestic tax penalties & Fines

Module 7: Tax types details

Module 7:1 Flat tax regime details

Module 7:2 Lumpsum regime details

Module 7:3 Simplified Accounting Regime details

Module 7:4 Real Regime details

Module 8: Explanation of VAT ,CIT/PIT & Payroll tax ,WHT (5%,3%,13%&15% preparation & declaration.

Module 9: Step by step Guide to declaring domestic taxes using E-tax.

Module 10: Local government taxes

Module 10:1 Immovable property tax

Module 10:2 Trading Liscence

Module 10: 3 Rental Income tax

Module 10:4 Step by Step to declaring Local government taxes & fees using LGT system .

Module 11: Tax Audit support & Appeal