

**TRAINING ON APPLICATION ON QUICKBOOKS ACCOUNTING SOFTWARE**  
**(LIVE PRACTICAL TRAINING)**  
**VENUE: SMART VILLAGE FOUNDATION OFFICE, KIGOMA, TANZANIA**  
**DATES: 23 – 27 SEPTEMBER 2025**

**DAY 1: Wednesday, 24<sup>th</sup> September 2025**

Time	Activity	Facilitators
<b>08:30 – 10:00</b>	<b>Arrival and Registration</b>	<b>All</b>
10:00 – 11:00	Presentation on Accounting Software (Theory)	CPA. Ezekiel Seth <i>Certified QB trainer</i>
11:00 – 12:00	Presentation of key aspects of accounting systems (Currency, calendar year, charts of accounts)	CPA. Ezekiel Seth <i>Certified QB trainer</i>
12:00 – 13:00	Creation of charts of accounts	CPA. Ezekiel Seth <i>Certified QB trainer</i>
<b>13:00 – 13:45</b>	<b>Lunch break</b>	<b>All</b>
13:45 – 15:30	Creation of charts of accounts	CPA. Ezekiel Seth <i>Certified QB trainer</i>
<b>15:30</b>	<b>End of Day One</b>	

**DAY 2: Thursday, 25<sup>th</sup> September 2025**

Time	Activity	Facilitators
<b>08:30 – 09:00</b>	<b>Arrival and Registration</b>	<b>All</b>
09:00 – 11:00	Purchase of QuickBooks license, installations and updating currency, calendar year, charts of accounts and forms into QuickBooks Accounting software	CPA. Ezekiel Seth <i>Certified QB trainer</i>
<b>11:00 – 11:30</b>	<b>Short break</b>	<b>All</b>
11:30 – 13:00	Creation of customers, vendors/suppliers, employees, bank accounts	CPA. Ezekiel Seth <i>Certified QB trainer</i>
<b>13:00 – 13:45</b>	<b>Lunch break</b>	<b>All</b>
13:45 – 15:30	Posting opening balances of assets and liabilities	CPA. Ezekiel Seth <i>Certified QB trainer</i>
<b>15:30</b>	<b>End of Day Two</b>	

**DAY 3: Friday, 26<sup>th</sup> September 2025**

Time	Activity	Facilitators
<b>08:30 – 09:00</b>	<b>Arrival and Registration</b>	<b>All</b>
09:00 – 11:00	Posting income and expenditures	CPA. Ezekiel Seth <i>Certified QB trainer</i>
<b>11:00 – 11:30</b>	<b>Short break</b>	<b>All</b>
11:30 – 13:00	Posting assets and liabilities	CPA. Ezekiel Seth <i>Certified QB trainer</i>
<b>13:00 – 13:45</b>	<b>Lunch break</b>	<b>All</b>
13:45 – 15:30	Perform bank reconciliations	CPA. Ezekiel Seth <i>Certified QB trainer</i>
<b>15:30</b>	<b>End of Day Three</b>	

**DAY 4: Saturday, 27<sup>th</sup> September 2025**

Time	Activity	Facilitators
<b>08:30 – 09:00</b>	<b>Arrival and Registration</b>	<b>All</b>
09:00 – 13:00	Perform ledgers reconciliation	CPA. Ezekiel Seth <i>Certified QB trainer</i>
<b>11:00 – 11:30</b>	<b>Short break</b>	<b>All</b>
11:30 – 13:00	Perform ledgers reconciliation	CPA. Ezekiel Seth <i>Certified QB trainer</i>
<b>13:00 – 13:45</b>	<b>Lunch break</b>	<b>All</b>
13:45 – 15:30	Generates and interprets various reports	CPA. Ezekiel Seth <i>Certified QB trainer</i>
<b>15:30</b>	<b>Closing training &amp; awards of certificates</b>	