

ACCOUNTS BEGINNERS

Duration: 3 weeks
 Course Fee: Tzs 175,000

- Accounting Equation
- Capital/Assets/Liabilities
- Accounting Transactions and Types of Accounts
- Cash/Bank Book
- Important Documents used in Business
- System recording Accounting Data
- Advantages of Double Entry System
- Different Books of Accounts
- Principal Books of Accounts
- Financial Reports

TALLY BEGINNERS

Duration: 3 weeks
 Course Fee: 200,000

- Accounting Basics
- Configuration/Creation/Alteration of Company, Base Currency
- Ledges Creation/ Alteration/Deletion
- Recording Accounting Entries
- Multicurrency/Rates of Exchange/Forex Transaction Entries
- Creation/Alteration/Deletion of stock and related features
- Recording/Inventory(stock) Entries
- Accounting & Inventory Reports Viewing/configuration/Printing
- Bank Reconciliation/Exporting Reports to various formats
- Back Up & Restoring of Tally Data
- Deletion of Company/Masters/Transactions

TALLY ADVANCE

Duration: 4 weeks
 Course Fee: Tzs 300,000

- Revisions of Tally Beginners
- Advance Accounting Entries
- New Voucher Types, Advance Configuration of Vouchers
- Segregating Debtors/Creditors
- Cost Centers/Interest Calculations
- Price List Creation/Alteration/Deletion
- Advance Accounting & Inventory Reports
- Manufacturing Accounts-Related Features, Entries and Reports
- Purchase & Sales Cycle
- Purchase & Sales Order Processing
- Voucher Classes
- Forex Gain/Loss Entries & Adjustments
- Security Control Set up
- Job Costing
- Group Companies

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