

**Did you know; Tally has more than 200 Reports!!  
Do you know, How to.....**

- \* Prepare Budgets, view and Analyze them?
- \* View Customers/Suppliers Age-Wise Reports?
- \* Synchronize Data between Head Office & Branches?
- \* View Bill-Wise Reports?
- \* View Analysis & Verification Reports?
- \* View Customers/Suppliers Outstanding Reports?
- \* View Cost Centre/Category Reports?
- \* View Manufacturing Accounts Reports?
- \* View Voucher-Wise Reports?
- \* View Cash/Funds Flow Reports?
- \* Export Data to Excel or from One company to another?
- \* View Over Due Bills Receivables & Payables?
- \* Post Daily Transactions including Posting/Viewing of Optional Vouchers?

## Who can join??

- \* Professional Tally Users wanting to brush up their skills
- \* Business Owners wishing to know how to view MIS Reports and others
- \* Existing Tally users wishing to upgrade their skills

## When??

- \* Any time convenient to you  
Between 8:30 am & 8:00 pm

### Course Fee:

Shall be decided depending on the course  
coverage and hours to be consumed

**Training Dates and Timings : Can be decided mutually**

**Payment : 100% Advance to book the session.**

PCTL Training Institute Ltd. , On Zanaki St. / Bibi Titi St.  
Elia Complex - Basement , Near Akiba Bus Stop, Opposite CBE

P. O. Box 8758, Dar es Salaam, Tanzania

Tel. +255-22-2133039 , Cell. +255-718-385 424

E-mail. [courses@pctl.co.tz](mailto:courses@pctl.co.tz)