

## ACCOUNTS FOR BEGINNERS

Duration : 4 Weeks

Course Fee: Tzs 200,000

- Accounting equation
- Capital/ assets/ liabilities
- Accounting transactions and types of accounts
- Cash and bank book
- Important document used in business
- System recording accounting data
- Advantage of double entry

## TALLY BEGINNERS

Duration: 4 weeks

Course Fee: 300,000

- Accounting basics
- Configuration/creation/Alteration of company, base currency
- Ledges creation/Alteration/Deleting of stock and related features
- Recording/Inventory(stock) Entries
- Accounting & Inventory reports viewing/configuration/printing
- Bank reconciliation/Exporting reports to various formats

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