

## **COURSE 1 : TALLY FOR BEGINNERS**

**DURATION : 4 WEEKS**

**COURSE FEE : TZS 250,000/-**

### **ACCOUNTING WITH TALLY (PART - I)**

#### **COURSE OBJECTIVES:**

- Get familiar with the basic features of Tally.
- Understand the complete accounting cycle, starting with transactions and ending with financial statements.
- Learn to process simple transactions, set up related accounts, documents and prepare financial statements
- Learn to design, set up and manage accounting systems for Service Organisations using Tally.

### **ACCOUNTING WITH TALLY PART - II**

#### **COURSE OBJECTIVES:**

- Learn to design, set up and manage accounting systems for Trading Organisations, in Tally.
- Learn to manage inventory.
- Understand the methods to account for Sales and Purchases in a Trading Organisation.

## **COURSE 2 : TALLY ADVANCED (Tally Financial Accounting Program [TFAP])**

**DURATION : 8 WEEKS**

**COURSE FEE : TZS 500,000/-**

### **VOLUME I**

#### **COURSE OBJECTIVES:**

- Understand the basic and advanced features of Tally.
- Learn to design, set up and manage accounting systems for Service Organisations in Tally.
- Learn to process simple transactions and prepare financial statements.
- Understand the complete accounting cycle (from entering transactions to generating financial statements/reports).

### **VOLUME II**

#### **COURSE OBJECTIVES:**

- Learn to design, set up and manage accounting systems for Trading Organisations in Tally.
- Learn how to manage Inventory.
- Understand the methods to account for Sales and Purchases in a Trading Organisation

### **VOLUME III**

#### **COURSE OBJECTIVES:**

- To process transactions involving purchases and sales of raw materials.
- To process transaction involving conversion of materials into work-in-progress and finished goods.
- To process transactions related to disposal and revaluation of fixed assets and income tax payable.
- To set up related accounts and prepare financial statements.

### **VOLUME IV**

#### **COURSE OBJECTIVES:**

- Identify the financial and cost analysis features in Tally.
- Learn to design, set up and manage budgeting and cost systems for organisations with help of Tally.
- Learn to prepare budgets, develop forecasts, perform ratio analysis and prepare financial reports.
- Learn to present analysis of the financial performance of an organisation

## **HEAD OFFICE**

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