



EXCEL GLOBAL COLLEGE

Learning today..leading tomorrow



1. Getting Started
2. Setting up a Company
3. Working with Lists
4. Setting up Inventory
5. Selling your Product
6. Invoicing for Services
7. Processing Payments
8. Working with Bank Accounts
9. Entering and Paying Bills

Duration
4 Weeks

Fees
Kshs. 13,500

Opposite CITAM Church, Second Parklands Avenue Nairobi, Kenya.

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Power of Simplicity

TALLY

1. Introduction
2. Accounting on Computers
3. Tally Fundamentals
4. Voucher Configuration
5. Processing Transactions in Tally
6. Accounting & Inventory Reports
- 7 Point Of Sale

Duration

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