



सरकार मान्य



Tally Prime

Join Tally Essential

A Complete Guide on
Basic To Advanced Computerized Accounting

Duration: 3 Months

100% JOB ORIENTED

Computerised Accounting program with TallyPrime specially designed for people who are interested in computerised accounting. The program covers four levels of in-depth knowledge in Tally. We intend to make an individual job ready for accounting field. We are proud to say that we have trained the maximum number of students in Tally in past several years.

Career Opportunities: Data Entry Operator, Tally Operator, Account Assistant, Junior Faculty, Lab Instructor.

Program Contents

<u>Beginner Level</u>	<u>Intermediate Level</u>	<u>Advance Level</u>	<u>Expert Level</u>
Basics of Accounting	Interest Calculations	Scenario Management	Statutory Info
Accounting Principles	Stock Categories	Optional / Post Dated Vouchers	Exception Reports
Golden Rules of Accounting	Order Processing	Reversing Journal	Statistics
Tally Fundamentals	Batchwise Details	Price List	Cash Flow and Funds Flow
Chart of Accounts	Manufacturing Journal	Re Order Levels	Intro. to GST / Model of GST
Accounting Masters	Additional Cost of Purchase	Alternate / Compound UOM	GST Classification
Inventory Masters	Multiple BOM	Export of Data	GST Master / Stock Creation
Units of Measures	Voucher Class	Import of Data	GST Different Tax Rate
Accounting Vouchers	Budgets and Controls	Export Formats	GST Invoice / GST Report
Purchase / Sale	Credit Limit	ODBC in Tally	GST Challans / Returns
Receipt / Payment	Cost Centre & Cost Category	Consolidation / Split of Accounts	TDS (Tax Deducted at Source)
Contra / Journal	Multiple Currencies	Company Logo Printing	TCS (Tax Collected at Source)
Debit Note / Credit Note	Stock Valuation Methods	Using Phonetic Keyboard Layout	POS (Point of Sale)
Inventory Vouchers	Bank Reconciliation Statement	Bill Settlement	Payroll
Stock Journal / Physical Stock	F11 - Features / F12 - Configuration	Receipt and Payment Statement	Income Tax
Stock Summary	Security Controls and Tally Vault	Web Browser	Advance Banking Features
Trial Balance	Tally Audit	E-mail & Uploading	Setting up of Tally
Profit & Loss Account	Financial / Inventory Reporting	Backup & Restore	Migrating Data
Balance Sheet	Printing from Tally	Multi Linguistic Features	Advance Configurations in Tally