

## **TALLY PROFESSIONAL COURSE:** **(MANNUAL AND COMPUTERISED)**

### **Duration: 06 months**

#### **1) Fundamental of Accounts**

Definition & Accounting Equation  
(Recording of Transaction)  
Groups & Ledgers  
Journal Entry  
Cash Book  
Type of Vouchers

#### **2) Introduction to Tally**

Ledgers Creation  
Voucher Entry

#### **3) Inventory Maintenance**

**Introduction of Inventory**  
**Create Stock Groups, Stock Items,**  
**UOM**  
Godowns  
Transfer of Material  
Batch wise Detail  
Manufacturing of Stock

#### **4) Advance Tally Features**

Keyboard Shortcut  
Single Mode Entry  
Sales Orders & Purchase order recording  
Challan Entry  
Bills Entry  
Bank Reconciliation  
Cost Center  
Interest Calculations  
Display all the Account & Reports  
Making Query on Report

#### **5) Taxation**

VAT & Sales Tax  
TDS  
Service Tax

#### **INCOME TAX:-**

- Preparation of P&L A/c & Balance Sheet
- Preparation of Computation Chart from Income
- Filing of Income Tax Return

#### **SALES TAX :-**

- Making of Summary for Sales Tax Return
- Filing of Sales Tax Return
- VAT R-I, Form I with Annexure (LP-7, LP-3, LS-9 LS-2 LS-4 etc)

#### **TDS:-**

- TDS Deduction Limit
- Rate of TDS
- Making Summary for TDS Liability
- Online Deposit of TDS

#### **SERVICE TAX:-**

- Rate of Service Tax
- Service Category
- Online Service Tax Deposit
- Filing of Service Tax Return online