

Duration: 04 months

1) **Fundamental of Accounts**

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

Tally Version
Tally 7.2
Tally 9.0
Tally Erp 9.0

2) **Introduction to Tally**

Ledgers Creation

3) Voucher Entry

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

6) **Assignment on Company**