

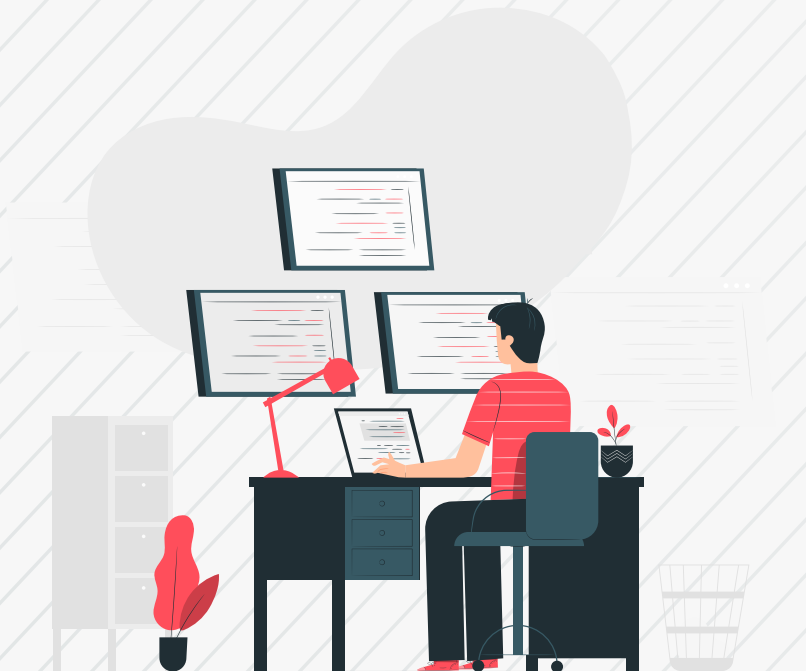
Advance Computerized Financial Accounting With Tally Prime & Microsoft Office

DURATION - 90 Days
SESSION - 1 Hrs/Day

SYLLABUS

Accounting

- Basic Knowledge
- Book Keeping
- Accountancy
- Types of Accounts
- Rules
- Objectives
- Journal Entry
- Posting
- Discounts
- Bank Reconciliation Statement
- Ledgers
- Trial Balance
- Trading & Profit or Loss Accounts
- Balance Sheet
- Reconciliation



Tally Prime

- Introduction about Tally Prime
- New Features in Tally Prime
- Company Creation
- Financial Period
- Configurations
- Groups
- Ledgers
- Vouchers Enter
- Accounting
- Inventory
- Payroll
- Bank Reconciliation
- Debtor/Creditor Reconciliation
- Ageing Analysis
- Tally Operations for Trading/Manufacturing Industries / Hospitality Sector
- Taxation
 - > GST, TDS
 - > Supply & Services
 - > GST – Reconciliation – GST R1 , 3B Filing
 - > TDS – Sections and Filing Returns, Challans and or Others



Microsoft Office

- Microsoft Word
- Microsoft Excel
- Microsoft Powerpoint



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