



TallyEssential



A COMPLETE GUIDE ON BASIC TO INTERMEDIATE ACCOUNTING

ABOUT THE COURSE

TallyEssential covers topics from basic to intermediate Financial Accounting concepts. The course helps you understand how to perform basic to intermediate Accounting, Inventory and Basic Taxation (GST, TDS), Simplification of Company Books of Accounts to name a few. The practical applications is done on the new TallyPrime software.



YOU WILL LEARN

Day-to-Day Transactions
 Accounts Payable and Receivable Management
 Banking (BRS)
 MIS reports
 Maintaining Stock
 Purchase and Sales Order Processing
 Budgets and Control Management
 Goods and Services Tax (GST)
 Tax Dedicated at Sources (TDS) and,
 Closing Financial Year Books of Accounts

THE VARIOUS LEVELS OF THE COURSE

Level 1 Level 2 Level 3

🖔 Fundamental of Accounting

Keeping Unit (SKU)

- ♥ Introduction to Tally
- Maintaining Chart of Accounts
- Recording and Maintaining
 Accounting Transactions
- ♥ Banking
- Generating Financial Statements and MIS Reports
- Data Security
- ♥ Company Data Management
- Business Case Studies

- Storage and Classification of Inventory
- Accounts Receivable and Payable Management
- Purchase and Sales Order Management
- ♥ Cost/Profit Centres Management
- Booking Additional Cost Incurred on Purchase
- Budgets and Controls Management
- Generating and Printing Reports
- Business Case Studies

♦ Goods and Services Tax

and beginning the next Financial Year

- Tax Deducted at Source
- Management of Business Data
- Moving to the Next Financial Year
- Business Case Studies

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