

Financial Accounting using Tally

Course in Financial Accounting using Tally

4 Weeks Online Course

Objective

This course is designed to impart knowledge regarding concepts of Financial Accounting Tally is an accounting package which is used for learning to maintain accounts. As this course is useful for getting placements in different offices as well as companies in Accounts departments.

Duration

04 Weeks (2 Hrs. per day)
Timing: - 11:00 AM to 01:00 PM

Eligibility

10/ 10+2/ ITI and Basic Knowledge of Computer.

Prerequisites

- ✓ Candidate must have latest computer/laptop with preferably 2 GB or higher
- ✓ Software: Tally ERP 9
- ✓ Internet connection with good speed (*preferably 2Mbps or higher*)

Certificate

Participation Certificate will be provided to the participants, based on minimum 75% attendance and on performance (minimum 50% marks) in the online test, conducted at the end of the course.

Course Fees

Rs. 2000/- incl. GST& all other charges.

How to Apply?

- ✓ **Step-1:** Read the course structure & course requirements carefully.
- ✓ **Step-2:** Visit the Registration portal and click on apply button.
- ✓ **Step-3:** Create your login credentials and fill up all the details, see the preview and submit the form.
- ✓ **Step-4:** Login with your credentials to verify the mobile number, email ID and then upload the documents, Lock the profile and Pay the Fees online, using ATM-Debit Card / Credit Card / Internet Banking / UPI etc.

Course Content

Day	Topic	Day	Topic	Day	Topic
Day #01	Intro to Financial Accounting , Introduction & history of Tally, Version of Tally	Day #02	Company & Account master Creation Backup & Restore, Alter Company, Split company, Tally Vault	Day #03	Pre Define Group, Introduction of group, Capital A/C, Bank Account, Reserve & Surplus, Loan(Liabilities), Bank Overdraft, Secured Loan, Unsecured Loan, Current Assets, Sundry Debtors, Deposit(Assets), Stock in hand, Loan & Advance, Fixed Assets, Current Liabilities, Sundry Creditors , Provisions, Duties and Taxes, Sales A/C , Purchase A/C, Direct expense, Indirect Expense, Direct Income, Indirect Income, Branch and Division, Investment, Miscellaneous Exp, Suspense A/C
Day #04	Golden rules, Type of Accounts, Real A/C, Personal A/C Nominal A/C	Day #05	Voucher Entry, Contra Voucher, Payment Voucher , Receipt Voucher , Journal Voucher, Sales Voucher, Purchase Voucher	Day #06	Extra Group Creation, Primary Group Creation, Secondary Group Creation
Day #07	Extra Voucher Creation, Create credit sales, Credit Purchase, Voucher Entry of credit sales & Credit Purchases	Day #08	Debit note Voucher & Credit note Voucher	Day #09	Cost Category and Cost Centre
Day #10	Credit Limit	Day #11	Bill Wise Detail	Day #12	Budget
Day #13	Non Trading Vouchers	Day #14	Introduction of Inventory, What is Raw material, Stock Group, Stock Item, Unit of Measurement	Day #15	Standard Rate
Day #16	Actual and Billed Quantity	Day #17	Stock Category Batch wise Detail	Day #18	Godown
Day #19	Payroll	Day #20	Introduction of GST, CGST,SGST, IGST, Slab of GST		

Contact Details

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