

IAIT GROUP OF INSTITUTIONS

PROFESSIONAL COURSE IN TALLY

Course Syllabus:-

1. User Interface and Company Management
2. Masters – Ledgers
3. Masters – Groups
4. Masters – Bill wise Debtors and Creditors Ledger
5. Payment Voucher
6. Day Book in Tally
7. Pre-Allocation of Bills
8. Receipt Voucher
9. Contra and Journal Voucher
10. Cheque Printing in Tally ERP
11. Masters : Inventory
12. Goods and Services Tax (GST)
13. Purchase Voucher with GST
14. Sales Voucher with GST
15. GST Returns and Payment
16. Billing Features in Tally
17. Purchase Order Processing
18. Sales Order Processing
19. Debit and Credit Notes
20. Bank Reconciliation in Tally
21. Price List in Tally
22. Credit Limit
23. Stock Transfers
24. Manufacturing Vouchers
25. Batch Wise Details
26. Re-Order Level in Tally
27. Interest Calculations (Auto Mode)

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28. Voucher Types and Class
29. Point of Sales
30. Scenarios and Optional Vouchers
31. Budgets and Controls in Tally
32. Cost Centre's and Cost Categories
33. Party Ledger Analysis
34. Purchase and Sales Reporting
35. Stock Analysis and Reports
36. Cash and Bank Reports
37. Search, Filter and Sorting
38. Financial Reports
39. Multi Language
40. Export, Import, Backup and Restore
41. Tax Deducted at Source (TDS) in Tally
42. Payroll Accounting in Tally
43. Finalization Entries
44. Data Security
45. Tally Audit
46. Data Synchronization
47. Multi-Currency
48. Printing Reports
49. Miscellaneous
50. Shortcut Keys

Course Name-Certificate course in Tally

Course Code- R10607