TALLY ACCOUNTANT

The aim of this course is to present overview of Tally used in day to day at all type of organization in the business. The Course has been designed to provide knowledge on various function of TallyPrime. After completion of this course a student will be able to:

- Basic knowledge of account and finance
- Understand the function of company
- Create and Manage Company data in Tally
- Working with company accounts and inventory in Tally
- Tax management such as TDS, GST etc.
- Enter the Financial Transactions in Tally software
- Preparation of Final accounts such as balance Sheet, Trail Balance, P&L
- Printing Voucher, Invoice, Account Statement, Reports etc.
- Security and data management
- Payroll Management System

COURSE DESCRIPTIONS	
Course Name	Tally Accountant
Abbreviation	TA
Course Duration	03 Month (Three Months)
Course Medium	Hindi or English
Course Category	Accounting
Number of Exam	01
Mode of Course	Offline
Description	This Course covers the topics from basic to advanced tally concepts including Basic Accounting concepts, accounts and inventory with tally, GST and TDS transactions in tally. This Course is managed in one Module. Details of each topic and modules are as follow:

15. Goods and Service Tax

16. Tax Deducted at Sources-TDS