



Tally level1: BASIC LEVEL

Skills Acquired:

- ***Basics of accounting & book-keeping skills***
- ***Day to day recording transactions skills***
- ***Receivables and payables management skills***

UNDERSTANDING OF BUSINESS LANGUAGE:

- Basic accounting terms
- Golden rules of accounting
- Steps involved in accounting process

INTRODUCTION TO TALLY.ERP9

- Growth in tally.ERP9
- Various types of Tally Versions
- How to create company in tally.ERP9
- Functional keys used in tally.ERP9
- F11 Features
- F12 Configuration

ACCOUNTING MASTERS:

- Ledgers
- Groups
- Primary groups
- Sub groups

INVENTORY MASTERS:

- Stock item
- Stock group
- Stock Category
- Unit of Measurement Godown Creation

ACCOUNTING VOUCHERS:

- Contra vouchers
- Payment voucher
- Receipt voucher
- Journal voucher
- Sale voucher
- Purchases voucher
- Debit note voucher
- Credit note voucher

INVENTORY VOUCHERS

- Delivery note voucher
- Receipt note voucher
- Rejection in voucher
- Rejection out voucher
- Stock journal voucher
- Physical stock voucher

OUTSTANDING MANAGEMENT:

- Bill -wise details activation
- Tool of bill wise details

BANK RECONCILIATION STATEMENT:

- Need for reconciliation
- Step involved in reconciliation

EASY RECORDING:

- Voucher class
- Automatic accounting allocation
- Additional accounting allocation