

**Affordable Fees**

**Be Future Ready**



Since 1997 | One Lakh Students Trained

AN ISO 9001:2015 COMPANY

# Oxford Certified

## Tally & Accounting Course - 3 Months

Authorised Grade A Training Partner of National Skill Development Corporation,  
Ministry of Skill Development, Government of India.

# Tally & Accounting Course - 3 Months

A Job-Oriented Course to Shape Your Future

## Duration:- 3 Months

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### Accounting Fundamentals

- ★ Introduction to Accounting
- ★ Basics of Double-Entry System
- ★ Types of Accounts
- ★ Accounting Rules: Golden and Modern Rules
- ★ Accounting Terminologies



### Transactions and Financial Statements

- ★ Journal Entries and Ledger Posting
- ★ Trial Balance Preparation
- ★ Profit and Loss Statement
- ★ Balance Sheet Basics
- ★ Accounting Equations

### Error Rectification

- ★ Types of Errors in Accounting
- ★ Detecting and Rectifying Errors
- ★ Impact of Errors on Financial Statements
- ★ Adjusting Entries for Errors
- ★ Preventive Measures for Accounting Errors



### Accounting

- ✦ Gateway of tally
- ✦ Company Creation
- ✦ Multi Masters
- ✦ Voucher Entry
- ✦ Advance Numbering
- ✦ Bills & Outstanding



### Inventory

- ✦ Inventory Creation
- ✦ Inventory Features
- ✦ Invoicing Daily Trades
- ✦ Batch wise Details
- ✦ Multi Locations
- ✦ Inventory Reporting

### Banking

- ✦ Tally Banking Features
- ✦ Cheque Configuration
- ✦ Cheque Management
- ✦ Bank Reconciliation
- ✦ Payment Advice
- ✦ Deposit Slip



### GST

- ✦ GST Features
- ✦ GST Invoicing
- ✦ Composition Dealer
- ✦ E-way Bill
- ✦ E-invoicing
- ✦ GST Report Finalization



### Data Control

- ✦ Data Management
- ✦ Data Export/Import
- ✦ Security Control
- ✦ Managing TDL
- ✦ Re-write Books
- ✦ Split Company Data

### Reporting

- ✦ Books of Accounts
- ✦ Party Outstanding
- ✦ Trial Balance
- ✦ Final Accounts
- ✦ Direct Mailing



### TDS & TCS

- ✦ TDS Introduction
- ✦ TDS Rates
- ✦ TDS Masters
- ✦ Entry with TDS
- ✦ Advance TDS entry
- ✦ TDS Report



### Job Work & Manufacturing

- ✦ Job order Process
- ✦ Job work Billing
- ✦ BOM Set up
- ✦ Co-product & By-product
- ✦ Additional Charges
- ✦ Processing Loss Costing

### Specific Features

- ✦ Purchase Order Processing
- ✦ Sales order Processing
- ✦ Standard Pricing
- ✦ Multiple Pricing
- ✦ Stock Levels
- ✦ POS



### Foreign Trade

- ✦ Multi-Currency
- ✦ Import
- ✦ Export
- ✦ Tax on Export
- ✦ Taxation on Import
- ✦ Forex Gain or Loss



### Financial Control

- ✦ Fixed Budget
- ✦ Flexy Budget
- ✦ Interest Calculation
- ✦ Credit Control
- ✦ Scenario
- ✦ Variance Analysis

### Payroll

- ✦ Employee Masters
- ✦ Leave Management
- ✦ PF Reporting
- ✦ ESI Reporting
- ✦ Pay Slips



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### Discover More Learning Paths

*Discover more learning paths designed to expand your skills, boost your career opportunities and help you achieve your goals.*

- ★ Tally Prime - 2 to 4 Months
- ★ Advanced Excel - 2 Months
- ★ Busy Accounting - 2 to 4 Months
- ★ Business Analytics - 6 Months
- ★ E-Accounting - 12+2 Months
- ★ E-Accounting Banking & SAP - 18 Months
- ★ MS Office with AI Power - 2 Months
- ★ Ms Office and Advanced Excel - 3 Months
- ★ Power BI - 1.5 Months
- ★ Power BI and Advanced Excel - 3 Months
- ★ SAP FICO - 3 Months
- ★ Tax Return Filing - 5 Months
- ★ Tally and Advanced Excel - 6 Months
- ★ Tally-Advanced Excel and Power BI - 7 Months



### Online Programs: One-on-One

*Learn online with our one-on-one training program. These classes are highly customised to fulfil your needs for business growth and advanced career opportunities.*

- ★ Advanced Excel Online
- ★ Business Analytics Online Course
- ★ Tally Prime Online Course
- ★ Ms Office Online Course
- ★ Busy Online Course
- ★ Power BI Online Course
- ★ Power BI and Advanced Excel Online Course
- ★ SAP FICO Online Course
- ★ Tax Return Filing Online Course

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&  
Affordable Fees**



**EXCELLENCE THROUGH INNOVATION**

**Quality Education & Affordable Fees**



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