Course Name : Certificate Course in Tally Prime with GST Practice and Procedures

Prof Name : Mr Chintan Gor
Duration : 20 sessions (90 mins each)
Fees : ₹ 3000/-
Days : Monday's & Wednesday's
Time : 4 pm to 5.30 pm

Course Objective: Computerized Accounting program with Tally Prime is specially designed for students who are in any accounting as well as taxation related commerce stream. The program covers four levels of in-depth knowledge in Tally. We intend to make student job ready in accounting field. We are proud to say that we have trained the maximum number of students in past several years.

Career Opportunities: Tax Consultant Tax process executive, Computerized Tally Operator, Accounts executive, computerized auditing

---

Program Contents

Beginner level	Intermediate level	Advance level	Expert level
Basics of accounting	Interest calculation	Scenario management	Statutory info
Accounting principles	Stock categories	Optional / post dated	Exception reports
Golden rulers of accounting	Order processing	Reversing journal	Statistics
Tally fundamentals	Batchwise details	Price list	Cash and funds flow
Chat of accounts	Manufacturing journal	Reorder levels	Intro to GST
Accounting masters	Additional cost of purchase	Alternate / compound UOM	GST classification
Inventory masters	Multiple BOM	Export of data	GST Master / Stock
Unit of measures	Voucher class	Import of data	GST TAX rates
Accounting vouchers	Budgets and Controls	Export formats	GST invoice / Returns
Purchase / sales	Credit limit	ODBC in tally	GST Reports
Receipt / payment	Cost center and Cost category	Consolidation / split of accounts	TDS (Tax Deducted at Source)
Contra / journal	Multiple currencies	Company logo printing	TCS (Tax Collected at Source)
Debit note / credit note	Stock valuation methods	Using phonetic keyboard layout	Online tax application
Inventory vouchers	Bank reconciliation	Bill settlement	Payroll
Stock journal / physical stock	F11- features / F12 – configuration	Receipt and payment statement	Income Tax
Stock summary	Security controls and tally vault	Web browser	Advance Banking Features
Trial balance	Tally audit	e-mail & uploading	Migrating Data
Profit & loss account	Financial / inventory reporting	Backup & restore	Adv Configuration
Balance sheet	Printing from tally	Multi linguistic features	POS (Point of Sales)

Examination: Level wise practical test, Final MCQ exam after course completion