G-TALLY

DURATION: 3 MONTHS/ 108 HRS

G-TEC

OBJECTIVE

The course is tailored for a student to enter into the world of numbers and digits and formulate the financial transactions is a well-structured way with the help of computers. The course starts with computer basics and then lead through manual accounting necessary for computerized accounting using the most popular TALLY. The students will get certificate and course ware directly from Tally solutions.

FUNDAMENTALS OF ACCOUNTING STANDARDS

- Basic Terms of Accounting

- Accounting standards

- Journal Entries

- Ledger Posting

- Trail Balance

- Profit / Loss account

- Adjustment entries

Module 3 -TALLY ERP 9

- Fundamentals of Accounts and Maintaining Chart of Accounts
- Maintaining Stock Keeping Units (SKU)
- Performing the Accounting Entry / Recording Day to Day Business Transactions
- Accounts Receivable and Payable Management
- MIS Reports and Banking
- Recording Transactions for Trading Businesses (VAT)
- Recording Transactions for Service Industries (Service Tax)
- Recording Transactions with GST
- Manufacturing and Godown
- Receipt/Delivery/Rejection Notes
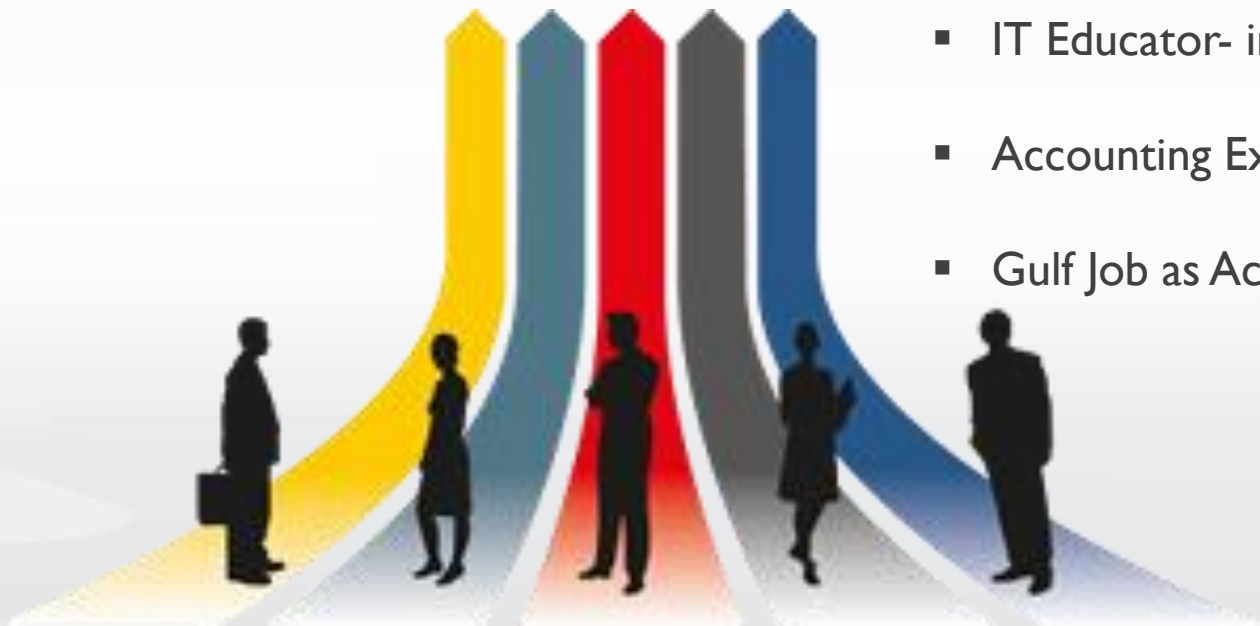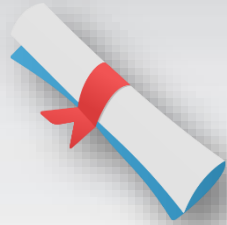- Payroll, Cost Centres and all industry relevant topics

G-TEC EDUCATION
— G-TEC Group of Institutions —
www.gteceducation.com

Tally
POWER OF SIMPLICITY

CAREER PROSPECTS

- Become a Tally Professional Accountant

- IT Educator- in Tally

- Accounting Executive

- Gulf Job as Accountant

MANDATORY CERTIFICATE

International association of bookkeepers

TallyACE

GET
CERTIFIED
RECOGNISED
EMPLOYED

Thank you!