

3 DIFFERENT LEVELS CATERING TO DIFFERENT LEARNING NEEDS

The course has been designed to cater to the needs of learners belonging to different levels of subject understanding - making it easier for them to map their current skills and take up the level they require the most for their expertise expansion and career growth. If the learner is a beginner in the domain - also has an option to take up TallyEssential Comprehensive course that comes with all the 3 levels collectively.

TallyEssential

Level 1 (35 hours)

It provides step-by-step instructions including Download and Installation, Company Creation, Maintaining Chart of Accounts, Recording Business Transactions, Generation of Financial Reports, Banking Solutions, Goods and Services Tax (GST) and Securing Business Data.

- Fundamental of Accounting
- Introduction to TallyPrime
- Maintaining Chart of Accounts
- Recording and Maintaining Accounting Transactions
- Banking
- Generating Financial Statements and MIS Reports
- Data Security
- Company Data Management
- Goods and Services Tax
- Business Case Studies

TallyEssential

Level 2 (35 hours)

It provides step-by-step instructions from Storage and Classification, Accounts Payable and Receivable, Order Processing, Budgets, Goods and Services Tax (GST) and Scenario Managements.

- Storage and Classification of Inventory
- Accounts Receivable and Payable Management
- Purchase and Sales Order Management
- Tracking Additional Costs of Purchase
- Cost/Profit Centres Management
- Budgets and Scenarios
- Generating and Printing Reports
- Goods and Services Tax
- Business Case Studies

TallyEssential

Level 3 (36 hours)

It provides step-by-step instructions of GST, TDS, Export, Import and Splitting Company Data.

- Goods and Services Tax
- Tax Deducted at Source
- Management of Business Data
- Moving to the Next Financial Year
- Business Case Studies