Date: 24 March 2021

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SYLLABUS

Accounting Software TALLY (GST Version)

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1. Tally Introduction

2. Accounts Information- Ledgers, Groups

3. Inventory Information- Stock Groups, Stock Items, Units of Measure

4. Accounting Vouchers- Receipts Vouchers, Payment Vouchers, Purchase Vouchers
     Sales Vouchers, Contra Vouchers, Journal Vouchers
     Debit Note, Credit Note, Memorandum Vouchers

5. Godowns

6. Date Management- More than one year company creation, Change Period

7. Payroll System

8. Discount Management- Cash Discount, Trade Discount, Vouchers Types, Back up, Restore

9. Display- Trial Balance, Day Book, Account books, Statement of Accounts, Inventory Books
     Statements of Inventory, Cash/fund flow, Payroll Reports, List of Accounts
     Exception Reports, Print Management

10. Various Types of Company- Traders, Processional, Opening Balance with New Company
      Other Options

11. GST- CGST, SGST, IGST

12. Printout Management

13. Others Options

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