



DEEN DAYAL UPADHYAY KAUSHAL KENDRA (DDU-KK)

DEVI AHILYA VISHWAVIDYALAYA, INDORE

(Under UGC Scheme for Skill Development)

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SYLLABUS

Accounting Software TALLY (GST Version)

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
