TALLY (Certification in Financial Accounting)

S.No	Topics	Signature	S.No	Topics	Signature
	BASIC TALLY & ACOUNTING FEATURES			**REPORTS**	
1	Introduction & Basic details of tally		46	Trial Balance	
2	Starting Tally		47	Profit & Loss account	
3	Creating, Selecting, Altering, deleting & closing a Company		48	Balance Sheet	
4	Backup & Restore Companies		49	Day Book	
5	Introduction to Ledger		50	Journal Register	
6	Creating , Selecting , Altering, deleting & display ledger		51	Statement of Accounts (Outstandings)	
7	Introduction to groups		52	Reconcilation a Bank Statement	
8	Creating , Selecting , Altering, deleting & display Groups		53	Statistics	
9	Multiple Ledger(Creating, altering, deleting)		54	Physical Stock Verification & Register	
10	Multiple Group(Creating, altering, deleting)		55	Movement Analysis	
11	Account Information (Debit & Credit)		56	Ageing Analysis	
12	Accounting Voucher entry		57	Stock Query	
	ACCOUNTING VOUCHER ENTRIES		58	Stock Cost Estimation	
13	Capital A/c Entries		59	Cash Flow & Fund flow	
14	Contra entry		60	List of Accounts	
15	Payment Entry		61	Exception Reports	
16	Receipt Entry		62	Inventory Reports & Statements	
17	Journal		63	Stock Journal	
18	Purchase Entry		64	Stock summary & Valuation Methods	
19	Sales Entry		65	Printing / Export / Import Reports	
20	Purchase Entries with Discounts			**PAYROLL MANAGEMENT**	
21	Sales Entries with Discounts		66	Creating Payroll Masters	
22	Interest Calculation		67	Creating Employee Groups	
	INVENTORY VOUCHER ENTRIES		68	Creating Employees & Entering Details	
23	Introduction to Inventory		69	Creating Units & Attendance Types	
24	Creating, altering , Deleting & displaying Unit of measure		70	Creating salary Heads (DA, HRA, Conveyance, Bonus Etc.	
25	Creating, altering , deleting & displaying Stock group		71	Creating Deductions Head (Loan , Canteen Etc.)	
26	Creating, altering , Deleting & displaying stock items		72	Creating Tax Heads - EPF, NPS, EDLI, ESIC	
27	Stock Categories		73	Creating & Define Gratuity	
28	Purchase with Inventory		74	Define Salary for Individual Employee	
29	Sales With Inventory		75	Entering Attendance Voucher	
	ADVANCED INVENTORY VOUCHER ENTRIES		76	Salary Processing	
30	Order Processing - Purchase Order		77	Payroll Processing	
31	Order Processing - Sales order		78	Payroll Reports	
32	Purchase Return - Debit Note - Rejection out			**ADVANCE - TAXATION**	
33	Sales Return - Credit Note - Rejection In		79	VAT (Value Added Tax)	
34	Receipt Note		80	CST (Central Sales Tax)	
35	Delivery Note		81	TDS (Tax Deduction At Source)	
36	Use Tracking Numbers		82	Purchase & Sales With Different Tax Rates	
37	Sales Register		83	Service Tax	
38	Purchase register		84	Excise Duties & Taxes	
39	Maintain Multiple Godowns		85	TCS (Tax Collection At Source)	
40	Maintain Bill Wise Details		86	FBT (Fringe Benefit Tax)	
41	Maintain Batchwise Details			**ADVANCED FEATURES OF TALLY**	
42	Transfer of material (Stock Journal Voucher)		87	Audit Features - .NET & Remote Users	