

MITTAL INSTITUTE OF COMPUTER EDUCATION



BASIC OF ACCOUNTING

- Introduction
- Types of Accounts
- Accounting Principles or concepts
- Mode of Accounting
- Rules of Accounting
- Double-entry system of bookkeeping

FUNDAMENTALS OF TALLY PRIME

- Company Features
- Configuration
- Getting functions with Tally Prime
- Creation / setting up of Company in Tally Prime

ACCOUNTING MASTERS IN TALLY PRIME

- Chart of Groups
- Groups
- Multiple Groups
- Ledgers
- Multiple Ledgers

INVENTORY MASTERS IN TALLY PRIME

- Stock Groups
- Multiple Stock Groups
- Stock Categories
- Multiple Stock Categories
- Units of Measure
- Stock Items

VOUCHERS ENTRIES IN TALLY PRIME

- Introduction
- Types of Vouchers
- Chart of Vouchers
- Accounting Vouchers

- Inventory Vouchers
- Invoicing

ADVANCE ACCOUNTING IN TALLY PRIME

- Bill-wise details
- Cost centers and Cost Categories
- Multiple currencies
- Interest calculations
- Budget and controls
- Scenario management
- Bank Reconciliation

ADVANCE INVENTORY IN TALLY PRIME

- Order Processing
- Recorder Levels
- Batch-wise details
- Bill of Materials
- Batch-Wise Details
- Different Actual and Billed Quantities
- Price Lists
- Zero-Valued Entries
- Additional cost details
- POS

TAXES IN TALLY PRIME

- TDS
- TDS Reports
- TDS Online Payment
- TDS Returns filing
- TDS Certificate issuing
- 26AS Reconciliation
- TCS
- TCS Reports
- GST
- GST Returns
- EPF
- ESIC
- Professional Tax

TECHNOLOGICAL ADVANTAGES IN TALLY PRIME

- Tally vault
- Security controls

- Tally Audit
- Backup and restore
- Split company data
- Import and export of data
- Printing Reports and Cheques
- Create a Company Logo

PAYROLL ACCOUNTING IN TALLY PRIME

- Employee Creation
- Salary Define
- Employee Attendance Register
- Pay Heads Creation
- Salary Report

GENERATING REPORTS IN TALLY PRIME

- Financial Statements
- Trading Account
- Profit & Loss Account
- Balance Sheet
- Accounts Books and Reports
- Inventory Books and Reports
- Exception Reports
- Statutory Reports
- Payroll Reports
- Trail balance
- Day Book
- List of Accounts
- Stock Summary
- Outstanding Statement