

TallyPrime Basic

Duration : 3 Months

Eligibility : 10th Pass

- Introduction to TallyPrime
- Creating a Company
- Altering and Deleting Company
- Ledger
- Groups
- Bill- wise details
- Cost centers& cost categories
- Create Group company
- Split Company data
- Voucher types and class
- Budget and controls
- Backup and restore
- Company features
- Configurations of TallyPrime
- Banking features
- Cheque printing
- BRS (Bank Reconciliation statement)
- Generate various financial reports and bills
- Non -Accounting Vouchers
- Scenario Management
- Security Levels & Control
- Multi –Currency
- Maintain Multiple Mailing details for company and ledgers
- Outstanding Management
- Project Assignment-3 years
- Shortcuts