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Tally
BASIC

COURSE CONTENT

How to Install Tally

Home Screen with
different shortcuts

Ledger Creation

Group Creation

Voucher Entry
(Contra, Payment, Receipt, Journal,
Sales, Purchase, CN, DN, Stock Journal)

GST Feature Activation

Bill-Wise Details Checking

Bank Reconciliation

Cheque Book Register

Printing & It's
Configuration

Logo Print in Invoice

Various Reports under
Tally Prime

How to Print Cheque,
Deposit Slip &
Payment Advice

Remove Entry From
Ledger Checking

Add Direct Entry From
Ledger Checking

Use of Golden Key
"Alt + G"

How to Check Cash
Balance in Daily
Breakup

Ledger Printing with
confirmation of ledger

How to Export Data
in PDF & Excel

Post-Dated Entry

Outstanding Report
with Bill No. and
Party Details

Data Backup & Restore

Split Data

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Tally ADVANCED

COURSE CONTENT

Inventory Creation	How to accept Bill of GSTR 2	How to Configure TDL
GST Feature in Inventory	How to Set Multiple Address in Party Ledger	Security Control & User Creation
GST Entry of RCM, Advance Receipt, Export & Import	Various Reports under Tally Prime	Work as Remote Login
GST Return Checking	How to Generate E-Way Bill & E-Invoice	Auto Bank Reconciliation through Excel
Cost Centre with Example	PO & SO	Tax Payment through State Adjustment
Import Master	Delivery Note and Receipt Note	Mail Configuration in Tally
Interest Calculation	Aging Wise Data of Debtors & Creditors	How to check data through Browser
How to Generate JSON of GSTR 1 & 3B		Verification of Voucher
How to Check GSTR 9		