



Tally level -1

Financial Accounting



Fundamentals of Accounting

Basic introduction
Accounting terminology
Double entry system of Accounting
Golden rules of Accounting
Account books (Journal, Ledger, Trial balance, Cash book)
Financial Statements (Trading Account, Profit and loss account, Balance sheet)
Depreciation, computerised accounting

Introduction to Tally prime

Introduction, features of Tally prime
Types of Licences in Tally prime
Getting started with Tally prime
F12 configuration

Recording and maintaining of Accounts transaction

Recording Transactions in Tally,
Recording Accounting vouchers in Tally prime

Banking

Banking payments,
Deposit slip
Payment advice,
Manual Bank reconciliation

Generating Financial statements and MIS reports

Final Accounts reports in Tally
MIS reports in Tally, Day book
Cash and bank book

Purchase register
Sales register
Journal register

Data security

Security control
Activation of security control
Creation of security levels
Creation of users and passwords for Company
Accessing the Company using security levels
Tally vault



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