

## Tally

### **Course Overview:**

Tally is an accounting software that is very much useful in making calculations in small and mid-level businesses.

### **Pre-requisite:**

- Basic knowledge of statistics, computers

### **Course Objective:**

Upon successful completion of the course, participants should learn:

- Essential accounting ideas and standards
- Understanding the significance and utilization of job arrange preparing and job costing
- Comfortable with the innovative focal points of the tally

### **Course Outline:**

The contents of this course are designed to support the course objectives. The following is an indicative list of content which is included in this course:

- Introduction of Tally
- Meaning of company creation and opening accounting in Tally
- Opening a ledger account and how to create a voucher
- Introduction to VAT
- Calculation of TDS
- How to add excise duty and customs duty