

Tally Executive

- **Basic Accounting Concepts:**
 - Introduction to accounting principles and bookkeeping.
 - Understanding financial statements such as balance sheets and profit and loss accounts.
- **Tally Prime Software Training:**
 - Overview of Tally Prime's interface and functionalities.
 - Creating and managing companies in Tally.
 - Recording various voucher types (sales, purchases, payments, receipts).
 - Handling inventory management and stock adjustments.
- **Company Setup & Inventory Management:**
 - Creating, configuring, and managing companies in Tally.
 - Handling inventory, stock items, and stock groups.
- **Voucher and Transaction Management:**
 - Recording different types of vouchers (sales, purchases, receipts, payments).
 - Tracking credit and debit entries in Tally Prime.
- **Financial Statements, Reports and Analysis:**
 1. Preparation and analysis of balance sheets.
 2. Income statements.
 3. Cash flow statements.
 4. Analysing financial data for decision-making.
- **Payroll Processing:**
 0. Techniques for calculating salaries.
 1. Managing deductions.
 2. Administering employee benefits.