



FUTURE INFOTECH
Computer & Typing Academy

Smart Strategies for Growth, Skills & Success
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TallyPrime

Level 1 (Recording & Reporting)	
Fundamentals of Accounting	Introduction to Tally Prime
Maintaining Chart of Accounts	Recording and Maintaining Accounting Transactions
Banking	Generating Financial Statements and MIS Reports
Data Security	Company Data Management
Level 2 (Accounts Payable And Receivable)	
Storage and Classification of Inventory	Accounts Receivable and Payable Management
Purchase and Sales Order Management	Tracking Additional Costs of Purchase
Cost/ Profit Centres Management	Budgets and Scenarios , Payroll
Generating and Printing Reports	Maintain expiry dates for stock items
Creating Masters in Tally	Voucher Entry , Stock journal transactions
Invoicing Cost Centres & Cost Categories	Accounting & Inventory Management
Getting started with Tally	Fundamental Features Of Tally
Basics Of Banking Interest Calculation	Simple Interest Calculation
Point of sale	Different, Actual, and Billed quantities



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Level 3 (Taxation)

Goods and Services Tax	Tax Deducted at Source
Management of Business Data	Moving to the Next Financial Year
Configuring TDS at Different Levels	How to activate TDS
	Creation of TDS Masters
	Defining TDS at Group & Ledger
Basic TDS Transactions	Booking of Expenses
	Deducting TDS on Multiple Expenses
Advanced TDS Transactions - Part A	Goods and services tax(GST)Introduction
Using GST(Goods & Services Tax) in Tally	GSTR1 Transactions
GSTR1,2,3B	GSTR2 Transactions
Maintaining accounts as Composition dealer	GSTR3B report
Cmp-08 ,GSTR4 Reports	Annual Computation
E-way Bill	GST Rates setup
E-invoicing	Import company data
Split company data	Email reports