



Become A Tally Operator

Learn Tally software with practical data (Accounts / Inventory / payroll) from Nandini Bhatnagar
BFSI Certified Trainer / Sole Proprietor/ Research Scholar having 8+ Year of Experience in
Accounting and Taxation Field

Course Name : Tally Operator Duration : 11 hours
1) Introduction of Tally Software, Accounting, Job profile, Download & Install the software
2) Important Shortcut Keys & Explain Groups of Accounts
3) Working on receipt / payment / contra with practical data
4) Working of Due and Adjustment entries
5) Sales Order Processing with practical data
6) Purchase Order Processing with Inventory data
7) Point of sale working
8) Job Costing with projects data
9) Payroll Introduction and Attendance/ units formation
10) Pay Head formation with data
11) Payroll entries with salary data
12) Practical Assignment Work for enterprise data (Invoice / vouchers)

