



DURATION: 4 MONTHS

TALLY PRIME WITH GST + ADVANCED EXCEL

About Us

At Softech Study, we specialize in providing professional, industry-relevant training that prepares students and professionals for real-world careers. With expert faculty, updated curriculum, and a focus on practical learning, we ensure that our learners gain not just knowledge but confidence to succeed in their chosen fields.

Our Tally Prime with GST + Excel course is designed to bridge the gap between academic learning and workplace requirements, giving you a complete edge in the field of accounting and data management.

Why Choose Us?

10 + years experienced professionals with industry knowledge.

Learn through real-life examples, case studies, and hands-on practice.

Job-oriented course designed to meet industry demands.

Choose morning, evening, or weekend classes as per your convenience.

SOFTECH STUDY

SYLLABUS & SKILLS COVERED

BUSINESS ACCOUNTING

- Basics of Accounts (Accounting, meaning, definition, objectives, scope, basic, terms, accounting principles, branches of accounting, uses & limitations of Accounting, Concepts & Conventions, Accountings uses, accounting information, accounting equations – Meaning of accounting equation, compensation of accounting, effects of transactions)
- Accounting Standard (GAAP)
- Types of Account

Advanced Tally ERP 9 and Tally Prime

- Basics of Tally
- Creation / Setting up of Company in Tally
- Creating Accounting Masters in Tally
- Setting up Accounts Heads
- Group & Ledger Creation
- Voucher Entry
- Debit & Credit Note
- Creating Inventory Masters in Tally

- Bank Reconciliation
- Interest Calculation
- Creating a Group
- Budget Order Processing in Tally
- Sale / Purchase order processing
- Display columnar orders & Stock Details
- Reorder Levels
- Tracking Numbers
- Bill of Materials
- Price Levels & Price Lists
- Stock Valuation
- Depreciation Entries
- Preparation of Trading and Profit & Loss
- Preparation Account Balance Sheet
- Balance Sheet Review/ analysis
- Ratio analysis
- Columnar Report Review/Analysis
- Shortcut Keys



Advanced Accounting In Tally

- Recording of Transactions
- Inventory Management
- Bill Wise Details
- Cost Centre and Cost Categories
- Payment vouchers
- Stock Journal
- Adjusting Forex Gain / Loss

SOFTTECH STUDY



POWER OF SIMPLICITY



CAREER OPPORTUNITIES

GST EXECUTIVE || ACCOUNTS ASSISTANT || OFFICE EXECUTIVE || MIS EXECUTIVE

WHAT ALL YOU GET AT SOFTECH STUDY



STUDY
MATERIAL



TOOLS &
SOFTWARE



COMPLETION
CERTIFICATE



CAREER
SUPPORT



EXPERT
MENTORSHIP



FLEXIBLE
LEARNING



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