



METS COMPUTERS EDUCATION

TALLY ERP9 & PRIME

SYLLABUS

1	BASIC OF ACCOUNTS
2	SINGLE ENTRY SYSTEM
3	DOUBLE ENTRY SYSTEM
4	ACCOUNTING VOUCHER
5	BANK RECONCILIATION STATEMENT
6	COST CENTRE & COST CATEGORY
7	INTEREST CALCULATION
8	STOCK ITEM CREATION
9	ORDER PROCESSING
10	RECEIPT NOTE & DELIVERY NOTE
11	BUDGET AND CREDIT LIMIT
12	GROUP CREATION
13	PRICE LIST
14	BATCH WISE DETAILS
15	ACTUAL AND BILL QUANTITY
16	BILL WISE DETAILS
17	BILL OF MATERIALS (BOM)
18	MULTI CURRENCY
19	VALUE ADDED TAX (VAT)
20	TAX DEDUCTED AT SOURCE
21	TAX COLLECTED AT SOURCE
22	EXCISE DUTY

23	SERVICE TAX
24	CENTRAL SALE TAX
25	POINT OF SALES (POS)
26	PAYROLL
27	OPEN DATA BASE COLLECTION
28	EXPORT AND IMPORT
29	COMPANY INFORMATION
30	GOODS SERVICE TAX (GST)