

# Computerize Accounting System

Session Jan-2026

Week 1 (1-3) Jan,2026	Concept , Tally Prime
Week 2 (5-10) jan,2026	Installation of Tally Prime , Licensing Configurations , Tally vault Password
Week 3 (12-17) Jan,2026	Security control in Tally Prime , Data Backup & Restore
Week 4 (19-24) Jan,2026	Export and Import Data , Edit Log Feature in Tally, Gateway of Tally
Week 5 (27-31) Jan,2026	Company Creation : Setup features , Accounting features , Configuration , Shutting & Deleting a company
Week 6 (2-7) Feb,2026	Ledger creation : Creating single and Multiple ledgers , Altering , deleting and displaying ledger
Week 7 (9-14) Feb,2026	Invoicing , Budgets : Cost centers, Interest calculations
Week 8 (16-21) Feb,2026	Inventory : stock Items , Purchase and sales order processing , godowns
Week 9 (23-28) Feb,2026	Financial Statements : Profit & Loss A/c , Balance Sheet
Week 10 (9-14), March,2026	Bank Reconciliation : Debit and Credit Note , Tally Audit features
Week 11 (16-20) March,2026	Printing Features , Management Information System & different reports in tally
Week 12 (24-28) March,2026	Income Tax and GST in Tally Prime : TDS , TCS
Week 13 (30 Mar- 4 April),2026	Pay roll in Tally : Introduction , Salary Accounting ,
Week 14 (6-11) April,2026	Pay roll Masters , Pay Roll Vouchers ,
Week 15 (13-18) April,2026	Gratuity , Provident fund , ESI , Payroll Reports
Week 16 (19-25) April,2026	Practical
Week 17 (27 April-2 May),2026	Revision
Week 18 (4-9) May,2026	Revision
Week 19 (11-14) May,2026	Revision