



## **Tally.ERP 9 Professional**

**COURSE DURATION:** 3 Months

**COURSE FEES:** 9000 (Inclusive All)

### **SYLLABUS:**

- Fundamentals of Accounting and Tally.ERP 9
- Creating Masters in Tally.ERP 9
- Voucher Entry and Generation of Reports
- Tally Vault and Security Controls
- Export, Import and Splitting of Data
- ODBC Connectivity
- Printing Reports
- Advanced Accounting and Inventory in Tally.ERP 9
- Job Costing and Job Order Processing
- Installing & Activating Tally.ERP 9
- Value Added Tax (VAT)
- Central Sales Tax (CST)
- Tax Deducted at Source
- Service Tax
- Excise for Dealers
- Excise for Manufacturers
- Payroll Accounting and Compliance in Tally.ERP 9

### **GOOD TO KNOW:**

- Multilingual Capabilities
- Backup and Restore
- Tally.NET and Remote Capabilities
- Managing Accounts using Control Centre
- Online Help and Support



**LEARNING OUTCOMES:**

At the end of the course, you will

- Have an understanding of basic Accounting concepts and principles
- Be able to generate Accounting and Inventory Masters, Vouchers and Basic Reports in Tally
- Have an understanding of Advanced Accounting and Inventory in Tally.ERP 9
- Get familiar with the Technological Advantages of Tally including Multilingual Capabilities, Remote Access, Security Features and Tally.NET
- Have an understanding of basic concepts and practical application of VAT, CST, TDS and Service Tax
- Have an overview of basic concepts of Excise for Dealers and Manufacturers
- Be able to generate Excise Reports as per the prescribed formats
- Conveniently file for E-Return
- Have an understanding of the concept and features of Payroll Accounting
- Be able to generate Payroll reports

**OPPORTUNITIES AVAILABLE:**

- Tally.ERP 9 Professional
- Purchase Executive / Purchase Manager
- Sales Executive / Head Sales
- Stores In charge / Materials Manager
- Payroll Executive / HR Expert
- Accounts Executive / Accountant



# Academy

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