I-TⒸC c

INFORMATIVE TRAINING COMPUTER CENTRE
OPP- Maa Laxmi Plaza, Sahu complex
1st Floor, No-03, Harmu
Sahjanand Chowk, Ranchi-02
Jharkhand

Tel.No.9431326614

Software Devlopment

AND

Training Centre

TAALLY.EERP 9 SYYLLABUUS

Basics of Accounting.

Types of Accounts

Golden Rules of Accounting

 Principles, Concepts,

Double Entry System of Book Keeping Mode of Accounting

Financial Statements

Transactions Recording Transaction.

Fundamenttals of Tallyy.ERP 9

Getting Functional with Tallygly.ERP 9

Creation / Setting up of Company in Tallly.ERP 9

Accounting Masters in Tally.ERP 9

F11:Features.

F12 : Configurations

Tally Installation

Company Delete.

Innventory in Tally.ER 9nRP

Stock Groups

Stock Categories

Godown / Locations

Units of Measurement

Stock Items

Creation Inventory Masters.

Fundamentals Accounting and Tally.ERP 9

Creating Master in Tally..ERP 9

Voucher Entry and Generation of Reports

Tall Vault and Security Controls

Export , Import and Spliting of Data.

Printing Reports

Advanced Accounting and Inventory in Tally.ER 9dRP

Job Costing and Job Order Processing

Installing & Activating Tally.ERP 9

Valu Added Tax (VAT)

Backup and Restore

Sale Invoice

Purchase Invoice

Ledger

Voucher Entry

Voucher Entry With Input vat and Rounding.

Sale Order

Purchase Order

Stock Summary

Balance Sheet

Profit and Loss A/C

Trial Balance

Cost Centre

Cost Category

Password

User Create

Tally Migration

Backup

Restore

Input Vat

Output Vat

Narration

Payroll Managment

Payroll Accounting

Creating Payroll Masters

Processing Payroll in Tally.

Accounting for Employer PF and ESI Contributions

Accounting for Income Tax

Payment of Professional Tax

Generatting Payroll Reports

Ms -Excel

Worksheet basics, Creating worksheet, entering data into worksheet, heading info.,Data, text, dates,alphanumeric values, saving & quitting from worksheet. Opening& Moving around in an existing worksheet.Toolbars and Menus, keyboard shortcuts. Working with Single and multiple workbooks – coping,renaming,moving, adding, and deleting, coping entries and moving between workbooks.Working with formulas & cell referencing - Auto sum - Coping Formulas - Absolute& Relative addressing.Working with ranges – Creating, editing and selectingranges. Formatting of Worksheet – Auto Format,Changing – lignment, CharacterStyles, Column width, date format, borders & colors, currency sign. Graphics andCharts – Using wizards, various chart type, Formatting grid lines & legendsPreviewing & printing worksheet – page setting, print tittles, adjustment Margins,page break, headers and

footers.Functions – Date & Time, Math's for Trigonometry, Statistical, Text and Logicalfunctions, Database. Creating and using Macros.Database – Creation, Sorting,query & filtering a database. Multiple Worksheets – Concepts, Creating & using.

CERTIFICATION

Certificates will be provided to each successful participant at the end of the training.

In case of any clarification please feel free to get in touch with us.

Thanks and Regards

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*Conditions Apply