



Tally Kaushal Praman Patra

Candidate who is interested in Tally and wants to pursue it as career choice can opt for this course. Candidate from any background can register themselves for this course.

❖ About the :

- Learn Tally ERP9
- Flash e-Content and audio-video content
- Validity of course- 2 months/60days
- Two attempts to clear examination
- Pass candidates will get certificate
- Verifiable certificate from Tally Education
- Online Examination
- Exam language- English

2 . What you will learn?

Table of Content_ Tally Kaushal Praman Patra

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| 1. Fundamentals of Accounts |
| 1.1. Accounting Terms |
| 1.3. Double Entry System of Accounting |
| 1.4. Types of Accounts |
| 1.5. The Golden Rules of Accounting |
| 1.6. Source Documents for Accounting |
| 1.7. The Accounting Equation |
| 2. Maintaining Chart of Accounts |
| 2.1. Creating Groups |
| 2.2. Creating Ledgers with proper grouping |
| 2.3. Mentioning Opening Balance in Ledgers |
| 2.4. Create and Maintain Subsidiary books and control accounts |

3. Maintaining Stock Keeping Units(SKU)

3.1. Creating Stock Items

3.2. Creating Unit of Measurement

3.3. Creating Stock Groups

3.4. Parallel Classifications: Creating Stock Categories

4. Performing the accounting entry/ Recording Day to day business transactions

4.1. Verification of documents before accounting

4.2. Process invoices

4.3. Recording Payment/Receipt vouchers

4.4. Record Cash Deposits/ Withdrawal

4.5. Recording Purchase and Sales vouchers

4.6. Recording Purchase and Sales invoices with inventory details

4.7. Process Purchase return and sales return

4.8. Recording for provisions

5. Accounts Receivable and Payable Management

5.1. Creating References

5.2. Tracking References

5.3. Closing bills with partial/full payment

6. MIS Reports

6.1. Financial Statements (Balance Sheet, Trial Balance, P&L)

6.2. Books and Registers (Daybook, Receipt & Payments, Receivables & Payables, etc.)

7. Recording Tax invoices for Trading Businesses(VAT)

7.1. Configuring Tax Rates

7.2. Recording transactions with statutory details

8. Recording Tax invoices for Service Industries(Service Tax)

8.1. Configuring Tax Rates

8.2. Recording transactions with statutory details

9. Recording vouchers with TDS

9.1. Configuring Tax Rates

9.2. Recording transactions with statutory details

3. Course Fee: Rs4825

Fees Submitted to HO:

| Tally Kaushal Praman Patra | |
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| Class Learning | Self Learning |
| Fees Rs. 4825, Duration -60hrs | Fees Rs. 2825 |
| Fees including tuition fees for class, Audio, Video, Books, Exam & Certificate | Fees includes Audio, Video, Books, Exam & Certificate fees |
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