TechyEdz Solutions

Training | Consulting | Developement | Outsourcing

Tally

POWER OF SIMPLICITY

X ADVANCED EXCEL

Tally + Advance Excel

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Tally + Advance Excel Combo Course

✛ Course Overview:

Tally.ERP 9 has advanced integration capabilities in the form of Application programming interfaces to make the software extensible. Tally is the most demanding Accounting ERP software available in the market. The training is based on current industry standards that help students secure placements in their dream jobs. The course content is going to teach students in detail on how to manage account, Inventory and payroll in Tally.

If you are going to learn Tally you must get well acquainted with MS Excel.
Microsoft Excel is a spreadsheet application developed by Microsoft Inc for Microsoft Windows and MAC OS X. Its use is to do advanced calculation, graphing tools, pivot tables, and a macro programming language referred to as Visual Basic for Applications.

✛ Course Outline:

Microsoft Excel Basics

1. The Basics

- ➢ Creating a New Workbook
- ➢ Navigating in Excel
- ➢ Moving the Cell Pointer
- ➢ Using Excel Menus Using Excel Toolbars: Hiding, Displaying, and Moving Toolbars
- ➢ Entering Values in a Worksheet and Selecting a Cell Range
- ➢ Previewing and Printing a Worksheet
- ➢ Getting Help from the Office Assistant
- ➢ Saving a Workbook & Re-opening a saved workbook

2. Formatting a Worksheet

- ➢ Creating Headers, Footers, and Page Numbers
- ➢ Adjusting Page Margins and Orientation
- ➢ Adding Print Titles and Gridlines, rows to repeat at top of each page
- ➢ Formatting Fonts & Values

- ➢ Adjusting Row Height and Column Width
- ➢ Changing Cell Alignment
- ➢ Adding Borders
- ➢ Applying Colors and Patterns
- ➢ Using the Format Painter
- ➢ Using AutoFormat
- ➢ Merging Cells, Rotating Text, and using AutoFit
- ➢ Using AutoFill

3. Managing your workbooks

- ➢ Switching Between Sheets in a Workbook
- ➢ Inserting and Deleting Worksheets
- ➢ Renaming and Moving Worksheets
- ➢ Protecting a Workbook
- ➢ Hiding Columns, Rows and Sheets
- ➢ Splitting and Freezing a Window
- ➢ Inserting Page Breaks
- ➢ Advanced Printing Options

4. Editing a Workbook

- ➢ Entering Date Values and using AutoComplete
- ➢ Editing, Clearing, and Replacing Cell Contents
- ➢ Cutting, Copying, and Pasting Cells
- ➢ Moving and Copying Cells with Drag and Drop
- ➢ Collecting and Pasting Multiple Items
- ➢ Using the Paste Special Command
- ➢ Inserting and Deleting Cells, Rows, and Columns
- ➢ Using Undo, Redo, and Repeat
- ➢ Checking Your Spelling
- ➢ Finding and Replacing Information
- ➢ Inserting Cell Comments

5. Formulas

- ➢ Creating a basic Formula

- ➢ Calculating Value Totals with AutoSum
- ➢ Editing & Copying Formulas
- ➢ Fixing Errors in Your Formulas
- ➢ Formulas with Several Operators and Cell Ranges

6. Working with the Forms Menu

- ➢ Sorting, Subtotaling & Filtering Data
- ➢ Copy & Paste Filtered Records
- ➢ Using Data Validation

7. Creating & Working with Charts

- ➢ Creating a Chart
- ➢ Moving and Resizing a Chart
- ➢ Formatting and Editing Objects in a Chart
- ➢ Changing a Chart's Source Data
- ➢ Changing a Chart Type and Working with Pie Charts
- ➢ Adding Titles, Gridlines, and a Data Table
- ➢ Formatting a Data Series and Chart Axis
- ➢ Annotating a Chart
- ➢ Working with 3-D Charts
- ➢ Selecting and Saving a Custom Chart
- ➢ Using Fill Effects
- ➢ Mapping Data
- ➢ Modifying a Map

8. Working with Other Programs

- ➢ Inserting an Excel Worksheet into a Word Document
- ➢ Modifying an Inserted Excel Worksheet
- ➢ Inserting a Linked Excel Chart in a Word Document
- ➢ Inserting a Graphic into a Worksheet

Microsoft Excel – Advanced

1. **Excel Quick Overview**

> Use of Excel, its boundaries & features

2. **Data Formatting & Custom settings**

> Number, Text, Date, Currency, Custom settings
> Data formatting & cleaning

3. **Conditional Formatting**

> Once defined, it will automatically change colour of values e.g. up or down, high or low, pass or fail, profit or loss etc.

4. **Filters, Queries & Data Sorting**

> Drill down your data to your desired level.
> Sort data based on your choice e.g. like North, East, West, South rather than alphabetically.

5. **Formula Writing & Fixing Errors**

> Financial, Logical, Text, Day and Time, Statistical, Mathematical etc Sum, Average, Count, Minimum, Maximum, Absolute, Concatenate, Count, CountA, CountBlank, CountIf, Day, Today, Even, Exact, Exp, Find, Int, IsBlank, Left, Len, Lower, Upper, Proper, Now, Power, Rank, Right, Round, Trim etc.

6. **If-Then-Else & Nested If commands**

> Produce different set of results based on slabs, conditions.

7. **Vlookup / Hlookup**

> You have large amount of data placed at different locations & you want to merge it based on common values & it's relevance.

8. **Graphs & Charts**

➢ In this workshop you will learn how to create, modify & update graphs / charts like Column, Line, Pie, Bar, Area, Scatter, 3D etc.

9. Hyper / Data Linking

➢ Hyper & data linking, within or outside Worksheet / Excel File is an important feature. This helps update data automatically.

10. Grouping - Ungrouping

➢ Sometime data needs to be grouped for summarized results & crisp view.
➢ Grouping & ungrouping feature will help you do so.

11. Data Analysis & Pivot Tables

➢ Summarize your data as per your desire.
➢ You need to select data in a range & produce consolidated results in user defined reporting formats.
➢ Creating a PivotTable
➢ Specifying the Data a PivotTable Analyzes
➢ Changing a PivotTable's Calculation
➢ Selecting What Appears in a PivotTable
➢ Grouping Dates in a PivotTable
➢ Updating a PivotTable
➢ Formatting and Charting a PivotTable

12. Macros Recording, use, editing, linking:

➢ Record, edit & use Macros with little or no programming knowledge.

13. Security & Protection

➢ It will help you protect your cells, worksheet or an excel file from unauthorized use.

14. Data Validation

➢ Prevent wrong data entry in your specified format.

Tally

Basics of Accounting

➢ Introduction
➢ Accounting Principles, Concepts and Convention
➢ Double Entry System of Book Keeping
➢ Types of Accounts
➢ Golden Rules of Accounting
➢ Mode of Accounting
➢ Financial Statements
➢ Recording Transactions of Sample Data

Fundamentals of Tally.ERP 9

➢ Introduction
➢ Getting Functional with Tally.ERP 9
➢ Creation / Setting up of Company in Tally.ERP 9
➢ Company Features
➢ Configurations

Creating Accounting Masters in Tally.ERP 9

➢ Chart of Accounts
➢ Groups
➢ Ledgers
➢ Walkthrough for creating Chart of Accounts
➢ Practice Exercises

Creating Inventory Masters in Tally.ERP 9

➢ Stock Group

- ➢ Stock Categories
- ➢ Units of Measure
- ➢ Godowns
- ➢ Stock Items
- ➢ Voucher Types
- ➢ Walkthrough for creating Inventory Masters
- ➢ Practice Exercises

Voucher Entry in Tally.ERP 9

- ➢ Accounting Vouchers
- ➢ Walkthrough for recording Accounting Vouchers
- ➢ Inventory Vouchers
- ➢ Walkthrough for recording Inventory Vouchers
- ➢ Invoicing
- ➢ Practice Exercises

Generating Basic Reports in Tally.ERP 9

- ➢ Financial Statements
- ➢ Accounting Books & Registers
- ➢ Inventory Books & Reports
- ➢ Exception Reports
- ➢ Practice Exercises

Multilingual Capabilities

- ➢ Configuring Tally.ERP 9 for Multilingual Capabilities
- ➢ Creating Masters
- ➢ Entering Transactions
- ➢ Transliteration
- ➢ Generating Reports

Technological Advantages of Tally.ERP 9

- ➤ Tally Vault
- ➤ Security Controls
- ➤ Tally Audit
- ➤ Backup and Restore
- ➤ Split Company Data
- ➤ Export and Import of Data
- ➤ ODBC Connectivity
- ➤ Web Enabled, Print Preview and Online Help
- ➤ Printing Reports

Advanced Accounting in Tally.ERP 9

- ➤ Bill-wise Details
- ➤ Cost Centers and Cost Categories
- ➤ Voucher Classes
- ➤ Cost Centre Class
- ➤ Multiple Currencies
- ➤ Interest Calculation
- ➤ Budgets & Controls
- ➤ Scenario Management
- ➤ Banking
- ➤ Stock Summary
- ➤ Trial Balance
- ➤ Practice Exercises

Advanced Inventory in Tally.ERP 9

- ➤ Order Processing
- ➤ Reorder Levels
- ➤ Tracking Numbers
- ➤ Batch-wise Details
- ➤ Additional Cost Details
- ➤ Bill of Material (BOM)
- ➤ Price Levels and Price Lists
- ➤ Stock Valuation
- ➤ Zero Valued Entries
- ➤ Inventory Ageing Analysis

> ➢ Different Actual and Bill Quantities

Job Costing

> ➢ Configuring Job Costing in Tally.ERP 9
> ➢ Creating Masters for Job Costing
> ➢ Recording Transactions
> ➢ Job Costing Reports

Job Order Processing

> ➢ Features of Job Order Processing in Tally.ERP 9
> ➢ Configuring Job Order Processing in Tally.ERP 9
> ➢ Job Order Processing
> ➢ Job Order Reports

Tally.NET and Remote Capabilities

> ➢ Overview of Tally.NET
> ➢ Configure Tally.NET Features
> ➢ Connect Company on Tally.NET Features
> ➢ Create Remote Users
> ➢ Authorize Remote Users
> ➢ Remote Access

Application Management and Controls

> ➢ Concept of Control Centre
> ➢ Installing & Activating Tally.ERP 9
> ➢ Logging to Control Centre
> ➢ Managing Accounts using Control Centre

Online Help and Support

> ➢ Features of Support Centre
> ➢ Accessing the Support Centre

➤ Using Support Centre

Value Added Tax (VAT)

➤ Basic Concepts in VAT
➤ Configuring VAT in Tally.ERP 9
➤ Creating Masters
➤ Entering Transactions
➤ Accounting for Return of Goods
➤ Rate Difference in Purchase / Sales
➤ Accounting for Interest Transactions
➤ Exempt Transaction under VAT
➤ Purchase from Unregistered Dealers
➤ Claiming ITC on Capital Goods
➤ Inter Sate Branch transfers
➤ VAT Reports
➤ Practice Exercises
➤ VAT for Composite Dealers

Central Sales Tax (CST)

➤ Basic of Central Sales Tax (CST)
➤ Enabling CST in Tally.ERP 9
➤ Recording Interstate Transactions in Tally.ERP 9
➤ Payment of CST
➤ CST Reports
➤ Practice Exercises

Tax Deducted at Source

➤ Basic concepts of TDS
➤ Configuring TDS in Tally.ERP 9
➤ Creation of Masters
➤ Recording Transactions
➤ TDS Reports

Service Tax

- ➢ Basic of Service Tax
- ➢ Configuring Tally.ERP 9 for Service Tax
- ➢ Creating Masters
- ➢ Recording Transactions
- ➢ Accounting for Advance Receipts
- ➢ Accounting for Opening Service Tax Credit
- ➢ Adjustment of Input Service Tax Credit
- ➢ Payment of Service Tax
- ➢ Service Tax Reports

Excise for Dealers

- ➢ Basic Concepts
- ➢ Enabling Dealer Excise in Tally.ERP 9
- ➢ Creating Masters
- ➢ Recording Transactions
- ➢ Excise Repots
- ➢ Accounting for Returns of Goods

Excise For Manufactures

- ➢ Basic Concepts of Excise Duty
- ➢ Configuring Excise in Tally.ERP 9
- ➢ Creation of Masters
- ➢ Recording Transactions
- ➢ Excise Reports

Payroll Accounting and Compliance

- ➢ Configuring Payroll in Tally.ERP 9
- ➢ Creating Payroll Masters
- ➢ Processing Payroll in Tally.ERP 9
- ➢ Accounting for Employer PF Contributions

- ➢ Accounting for Employer ESI Contributions
- ➢ Accounting for Income Tax
- ➢ Payment of Professional Tax
- ➢ Generating Payroll Reports

Goods and Service Tax (GST)

1. Create GST invoices in minutes

- ➢ Create simple or advanced invoices with multi-Item and multi-tax rates
- ➢ Print / export / email your invoices
- ➢ Manage advance receipts, reverse charge, branch transfers, Bill of Supply, Export Invoices, Input tax credit

2. GST return filing – easy, accurate and quick

- ➢ Use Tally.ERP 9 Release 6.1 to generate GSTR Form -3 B and GSTR-1
- ➢ Detection & Correction of errors helps you in correcting errors before sharing data with Tax consultant for Filing
- ➢ Eventually it will save efforts and time

3. Generating GSTR - 1 Report

4. File GSTR - 1

5. HSN/SAC Summary

6. Data Captured in GSTR - 1 e - Return

7. Known Problems During GSTR - 1 Returns Filing

8. Map UoM - UQC

9. GST Advance Receipts

10. Tax liability on Advance Receipts

11. GST Reverse Charge: Inward Supply from Unregistered Dealers

12. Purchase from URD - Reverse Charge Liability Report for GST

✚ Prerequisites:

- Need Computer Basics
- Be able to Listen
- Be able to Watch
- Interested on Accounts, Tally, GST, Taxes
- with/without Commerce Background

✚ Who can attend:

- From Commerce Stream
- Candidate must complete 10+2 equivalent with required aggregate from a recognized college.
- Should have basic knowledge of Business Management.

✚ Number of Hours: 70hrs

✚ Certifications: Tally

✚ Key Features:
- ➢ One to One Training
- ➢ Online Training
- ➢ Fastrack & Normal Track
- ➢ Resume Modification
- ➢ Mock Interviews
- ➢ Video Tutorials
- ➢ Materials
- ➢ Real Time Projects
- ➢ Virtual Live Experience
- ➢ Preparing for Certification