TALLY.ERP 9 SYLLABUS

JOB PROFILE: EXECUTIVE ACCOUNTS

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 (TDS)
- Service Tax

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
- Understand the importance and usefulness of Job Costing and Job Order Processing
- 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

OPPORTUNITIES AVAILABLE

- Accounts Executive/Manager
- Store Manager
- Warehouse Executive/Manager for Retail companies
- Audit Assistant/Audit clerk
- Tally Support Executive/Manager

SUGGESTED READING:

- Learning Tally.ERP 9 – Volume 1 – 3

JOB PROFILE: EXECUTIVE EXCISE

SYLLABUS:

- Excise for Dealers
    - Basic concepts and features
    - Creating Masters
    - Recording Transactions
    - Excise Reports
- Excise for Manufacturers
    - Basic concepts
    - Creating Masters
    - Recording Transactions
    - Excise Reports

*Student is expected to have sound knowledge of Accounting and Inventory 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 overview of basic concepts of Excise for Dealers and Manufacturers
- Be able to create Masters and recording Transactions for Excise
- Be able to generate Excise Reports as per the prescribed formats
- Conveniently file for E-Return

OPPORTUNITIES AVAILABLE:

- Executive Excise
- Excise Manager

SUGGESTED READING:

- Learning Tally.ERP 9 – Volume 4

JOB PROFILE: EXECUTIVE PAYROLL

SYLLABUS:

- Payroll Accounting and Compliance in Tally.ERP 9
    - Creating Payroll Masters
    - Processing Payroll in Tally.ERP 9
    - Accounting for Employer PF and ESI Contributions
    - Accounting for Income Tax
    - Payment of Professional Tax
    - Generating Payroll Reports

*Student is expected to have sound knowledge of Accounting 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 the concept and features of Payroll accounting
- Be able to do Accounting for Employer PF and ESI Contributions
- Have an understanding the various taxes involved in Payroll accounting
- Generate Payroll reports

OPPORTUNITIES AVAILABLE:

- Executive Payroll
- HR Manager

SUGGESTED READING:

- Learning Tally.ERP 9 – Volume 5

JOB PROFILE: TALLY.ERP 9 PROFESSIONAL

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

SUGGESTED READING:

- Learning Tally.ERP 9 – Volume 1 - 5