

ZENUS INFOTECH INDIA PVT. LTD.
CURRICULUM OF Advance Tally & Advance Excel

Course Duration- 3 Months*

Introduction Of Tally

What is Tally
What is an account
What is ERP
Classification of accounts
Terminology of accounting
Golden Rules of accounting
General Entry

Overview of Tally GUI

Download and Install
Graphical User Interface
Create Company
Configurations
Basic introduction of Features
Voucher Transaction Entry
View Reports

Manual Accounting

Financial year from 1-Apr-2016 to 31-Mar-2017
Debit, Credit – By, To
Voucher
Create Ledger (Under Group)
Create Group
Day Book , Trail Balance
Trading Account
Profit & Loss accounting, Balance Sheet
Closing & Opening Balance
Exercise With Solution

Service Organization

Meaning of service Organization
Transaction Related to services Organization
Trial Balance
Voucher
Finalization of Accounts
Day Book
Bank Reconciliation
Depreciation
Rectification Of Accounts
Complete Book keeping

Trading Organization

Meaning of Trading Organization

Different Type of Book like, Purchase & Sale
Discount Column Invoice
Point of Sale (POS)
Duties & Tax
Price list with Multiple –Price level
Bill of exchange
Purchase Invoice & sales Invoice

Manufacturing Organization

A/C in mfg. Organization
Transaction Related to Mfg
Stock categories
Multiple Godowns
Physical Stock Verification
Batch wise Details
Manufacturing
Journals
Receipt Note / Delivery Note
Rejection Inwards/ Outwards

Taxation in Tally

Tax Deducted at Source (TDS)
GST for Composite and regular Dealers
GST on Inter State sale/ Purchase
GST on Intra State Sale/ Purchase
Classification of GST(SGST, CGST, IGST)

Payroll Management

Calculation of Salary
General Employee of Details
Configuration Payroll in Tally
Payment Details
Passport & Visa Details
ESI Calculation
Provident Fund (PF)

Accounts with Inventory

Financial year from 1-Apr-2016 to 31-Mar-2017
Create - Stock Item, Stock Group, Unit of measure
Trading organization General Entry 12 Months
Purchase, Sales, Invoice
Provision entry, Depreciation entry

Adjustment entry, closing entry
Inventory Reports, Stock Summary
Export & Printing
Closing & Opening Balance
Exercise With Solution

Advance Module with Tally

Multiple Currencies
Additional Cost
Purchase Order in Tally
Interest entry in Tally
Provision entry
Cost Center/ Cost Category in Tally
Purchase returns, Sales Returns
Credit Note, Debit Note – Voucher
Remote User
Cloud ERP
Connectivity Company on net
Import/ Export of Data

Advance Excel

Using Basic Functions

Using Functions – Sum, Average, Max, Min,
Count, Counta

Mathematical Functions

SumIf, SumIfs, CountIf, CountIfs, AverageIf,
AverageIfs

Protecting Excel

File Level Protection
Workbook, Worksheet Protection

Sorting and Filtering

Filtering on Text, Numbers & Colors
Sorting Options

Lookup Functions

Vlookup / Hlookup
Index and Match

Data Validation

Number, Date & Time Validation
Text and List Validation
Custom validations based on formula for a
cell
Dynamic Dropdown List Creation using Data
Validation – Dependency List

Working with Reports

Creating subtotals
~ Multiple-level subtotals
~ Creating Pivot tables
~ Formatting and customizing Pivot tables
~ Using advanced options of Pivot tables
~ Pivot charts
~ Consolidating data from multiple sheets and
files using Pivot tables
Show Value As (% of Row, % of Column,
Running Total, Compare with Specific Field)
~ Viewing Subtotal under Pivot

CHARTS and slicers

Various Charts i.e. Bar Charts / Pie Charts /
Line Charts
Using SLICERS, Filter data with Slicers
Manage Primary and Secondary Axis

EXCEL DASHBOARD

Planning a Dashboard
Adding Tables and Charts to Dashboard
Adding Dynamic Contents to Dashboard

Study Material

- E-Book will be provided for Tally
- Software of Tally
- Online Help & Support with Our
Certified Trainers

Certification

After evaluate to Students finally we Provides
e-Verify Certificate Will be provided

Placement

Placement Opportunity Will also be provided