

TallyPrime

## CERTIFICATION IN TALLY PRIME

Master's in Tally skills & and take your career to the next level!



## WHO CAN JOIN THE COURSE?


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- B.Com, M.Com, BBA (Finance), MBA (Finance), and other commerce graduates can significantly enhance their job prospects by gaining proficiency in Tally. It's often a fundamental skill expected by employers.
- No advanced qualifications are required—basic knowledge of accounting principles is helpful, but many beginner-level courses teach from scratch.

## GIMPLES OF OUR SUCCESSFUL TRANSITIONS

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**Duration- 8 Weeks**

## **PROGRAM CURRICULUM-I**

### **Introduction Of Tally**

- What is Tally
- What is an account
- What is PRIME
- Classification of accounts

### **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



**Duration- 8 Weeks**

## **PROGRAM CURRICULUM-II**

- 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



**Duration- 8 Weeks**

## **PROGRAM CURRICULUM-III**

- 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 PRIME
- 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 Averagelf,  
Averagelfs

#### • **Protecting Excel**


- File Level Protection  
Workbook, Worksheet  
Protection

#### • **Sorting and Filtering**

- Filtering on Text, Numbers &  
Colors Sorting Options

#### • **Lookup Functions**

- Vlookup / HLookup Index and



**Duration- 8 Weeks**

## **PROGRAM CURRICULUM-IV**

- 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

# ZENUS CAREER SERVICES



## Career-oriented Session

Attend 10+ career-oriented session by industry mentors and prepare your career trajectory



## Profile Building

Telecom resume and LinkedIn profile to make an impression on top employers



## Dedicated Job Portal Access

Get exclusive access to 20+\* job posting per month on Zenus's job portal



## Mock Interview Preparation

prepare with mock interviews including most asked question by top employers



## 1:1 Mentoring Session

Get 1:1 guidance at every step in your career transition to Wireless & Telecom



## Placement Assistance

Placement opportunities are provided once the learner is moved to the placement pool upon clearing Placement Readiness Test(PRT)\*\*

## NO. 1 AWARD WINNING TRAINING COMPANY



Awarded By Ex-Indian Cricketer  
Chetan Sharma Sir



Awarded By Ex-Indian Cricketer  
Sandip Patil Sir



## VISIT US



Zenus Infotech India Pvt. Ltd.



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Telephone Exchange, Roorkee



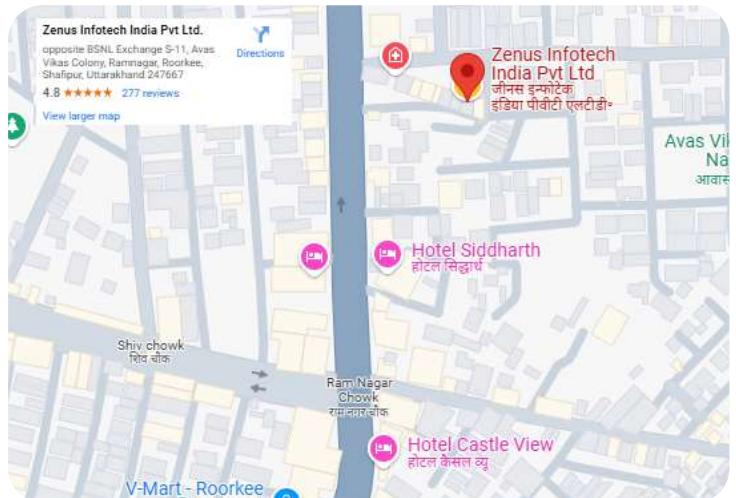
+91- 8218088730



info@zenusinfotech.in



www.zenusinfotech.in



## STUDENT TESTIMONIALS

**Shivant Tyagi**

★★★★★



Our experience with ZENUS INFOTECH has been very good. its the best company in india for industrial training and placements.

**Abdul Raouf**

★★★★★



Good teches.And Good teacher .Zenus teacher is helping person that solve the asking question .Zenus is a wonderful platform

**Piyush Kumar**

★★★★★



I feel my self with a great weight of knowledge after doing training from Zenus Infotech

**Prabhat Saini**

★★★★★



Extremely nice atmosphere to learn softwares and knowledgeable and helpful faculty with great experience.

**Sumit Pant**

★★★★★



Highly skilled staffs well as good place to work ..the faculties are very good teachers

**Ishant Chauhan**

★★★★★



Highly experienced and project oriented training received with full support from the trainer. Thanks Zenus Infotech

