



G-TEC EDUCATION

— G-TEC Group of Institutions —

www.gteceducation.com



G-TEC VIRTUAL UNIVERSITY

TALLY ERP 9 (GST BASED)

TALLY ERP 9

DURATION: 40 HOURS

OBJECTIVE

The course is tailored for a student to enter into the world of numbers and digits and formulate the financial transactions in a well-structured way with the help of computers. The course leads with computerized accounting using the most popular TALLY. The students will get certificate and courseware directly from Tally solutions.

EXIT PROFILE

- ✓ Able to do Computer Operation smoothly
- ✓ Get a thorough knowledge in accounting software - Tally
- ✓ Become a Tally direct certified holder.

CAREER PATH

- ✓ Become a Professional Accountant
- ✓ IT Educator- Accounting Division
- ✓ Accounting Executive

FACULTY SKILL SET

- ✓ Graduation / Post Graduation in Commerce
- ✓ A Thorough knowledge in Manual Accounting, & Tally ERP 9
- ✓ Have knowledge in Teaching technique.

HARDWARE AND SOFTWARE REQUIREMENTS

- ✓ Operating System : Windows 7/8
- ✓ Minimum Memory : 512 M
- ✓ Recommended Memory : 4 GB / 8 GB
- ✓ Minimum Disk Space : 500 MB free
- ✓ Recommended Disk Space : 1 TB

PREREQUISITE FOR STUDENTS

The course is designed for graduates/plus two students (especially for commerce student) who have aptitude for Manual Accounting and a basic computer knowledge.

COURSE OUTLINE

- ✓ Tally ERP 9

MODULE IN DETAIL

TALLY ERP 9 (GST BASED)

(40 HOURS)

- ✓ Introduction to Tally ERP 9
- ✓ Company creation
- ✓ Basic function keys in Tally
- ✓ Accounting and Inventory Masters
- ✓ Recording transactions through accounting vouchers
- ✓ Recording transactions through inventory vouchers
- ✓ Purchase and sales management
- ✓ Debit note and credit note entries
- ✓ Order management
- ✓ Manage Tracking Number and Rejection notes
- ✓ Bill wise and Batch wise details
- ✓ Godown – Transfer and consumption
- ✓ Cost centres
- ✓ Track additional cost of purchase
- ✓ Maintain Multiple Price Level
- ✓ Bank Reconciliation statement
- ✓ Statutory & Taxation (GST, TDS etc.)
- ✓ Interest calculation (Finance Charge) on debtors
- ✓ Payroll Management
- ✓ Backup & Restore
- ✓ Report printing
- ✓ Group company and split company data.

