

## Day Wise Training Schedule - Tally ERP 9 with MS Excel

| Name of the Course |   | Tally ERP 9 with MS Excel | Course Duration : 45 days<br>(including Sundays & Holidays)             | Timings: 6 hrs/day |
|--------------------|---|---------------------------|---|--------------------|
| Day                | 90 Min Theory   | 90 Min Practicals         | 60 Min Theory   | 120 Min Practicals |
| Day 1              | Fundamentals of Accountancy, Book keeping, Accounting concepts, Journal, Ledger | Practice Examples         | Introduction to MS Excel  | Practice Examples  |
| Day 2              | Cash / Bank Book  | Practice Examples         |   | Practice Examples  |
| Day 3              | Cash / Bank Book  | Practice Examples         | conditional formatting Format as tables                                 | Practice Examples  |
| Day 4              | Subsidiary Books, BRS   | Practice Examples         | protect shet protect work book pivot chart                              | Practice Examples  |
| Day 5              | Accounting Principles   | Practice Examples         | picture & shapes Hyperlink  | Practice Examples  |
| Day 6              | journal entry cration with examples   | Practice Examples         | studet report chart   | Practice Examples  |
| Day 7              | Ledger creation   | Practice Examples         | text box Header & footer signiture line                                 | Practice Examples  |
| Day 8              | Trail balance & adjustments   | Practice Examples         | themes margins orientation print out information                        | Practice Examples  |
| Day 9              | Final Accounts - Trial Balance, Profit & Loss Account, Balance Sheet            | Practice Examples         | formulas date & time function mathematical function                     | Practice Examples  |
| Day 10             | Final Accounts - Trial Balance, Profit & Loss Account, Balance Sheet            | Practice Examples         | statistical function & logic function                                   | Practice Examples  |
| Day 11             | Final Accounts - Trial Balance, Profit & Loss Account, Balance Sheet            | Practice Examples         | text function& formulas   | Practice Examples  |
| Day 12             | Gst Intduction  | Practice Examples         | vlookup & hlookup   | Practice Examples  |
| Day 13             | Introduction to Tally   | Practice Examples         | filters & advance Filter import data from access                        | Practice Examples  |
| Day 14             | Cash / Bank Book - Single Column  | Practice Examples         | data validation & consolidate   | Practice Examples  |
| Day 15             | Cash / Bank Book - Single Column  | Practice Examples         | scenario manager, data tables ,goal seek                                | Practice Examples  |
| Day 16             | Cash / Bank Book - Double Column  | Practice Examples         | work book views freeze Unfreeze   | Practice Examples  |
| Day 17             | Cash / Bank Book - Double Column  | Practice Examples         | Finacial statement  | Practice Examples  |
| Day 18             | Cash / Bank Book - Triple column  | Practice Examples         | Project Work  | Practice Examples  |
| Day 19             | Cash / Bank Book - Triple column  | Practice Examples         | Cash / Bank Book - Triple column  | Practice Examples  |
| Day 20             | Cash / Bank Book - Triple column  | Practice Examples         | Final Accounts - Trial Balance, Profit & Loss Account and Balance Sheet | Practice Examples  |
| Day 21             | Final Accounts  | Practice Examples         | Final Accounts  | Practice Examples  |
| Day 22             | Final Accounts  | Practice Examples         | Final Accounts  | Practice Examples  |
| Day 23             | Final Accounts  | Practice Examples         | Final Accounts  | Practice Examples  |
| Day 24             | Final Accounts  | Practice Examples         | Final Accounts  | Practice Examples  |
|                    |   |                           |   |                    |

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| Day 25             | Inventory - Purchase & Sales vouchers (incl. Excise duty & Sales tax) | Practice Examples         | Inventory   | Practice Examples  |
| Day 26             | Inventory   | Practice Examples         | Inventory   | Practice Examples  |
| Day 27             | Inventory   | Practice Examples         | Inventory   | Practice Examples  |
| Day 28             | Inventory   | Practice Examples         | Value Added Tax (VAT) - Introduction, General terminology   | Practice Examples  |
| Day 29             | VAT Rates, Computation of VAT & Profit                                | Practice Examples         | Procedure for VAT in Tally                                  | Practice Examples  |
| Day 30             | Procedure for VAT in Tally  | Practice Examples         | Procedure for VAT in Tally                                  | Practice Examples  |
| Day 31             | Procedure for VAT in Tally  | Practice Examples         | Procedure for VAT in Tally                                  | Practice Examples  |
| Day 32             | Payroll   | Practice Examples         | Payroll   | Practice Examples  |
| Day 33             | Payroll   | Practice Examples         | Payroll   | Practice Examples  |
| Day 34             | GST   | Practice Examples         | GST   | Practice Examples  |
| Day 35             | GST   | Practice Examples         | GST   | Practice Examples  |