



# VIPA

**Visionary Institute of Professional Accountants**

## About The Course

Tally Education comes from the House of

Tally and serves as the education initiative of

Tally Solutions. It goes without saying that we are the creator of the country's simplest and popular [Business Software](#) – Tally. Our years of domain expertise – ensures we bring the best-in-the-industry learning courses and certifications on [Accounting with TallyPrime!](#) In this course, we will guide you courseware step-by-step instructions including topics such as Company Creation, Maintaining a Chart of Accounts, Recording Business Transactions, Accounts Payable and Receivable Management, Cost/Profit Centre Management, Purchase and Sales Order Management, Generation of Financial Reports, Securing Business Data using Tally to name a few.

Through the process of Recording and Maintaining Accounting Transactions using Tally, We will demonstrate the basics of accounts receivable and payable management in Tally and explain the complete process of enabling bill-wise entry and its usage in recording credit transactions for accurate tracking of accounts receivables and payables. We will also introduce you to the concept of MIS reports and their significance in decision-making and financial analysis.

The in-demand Tally Certifications and Tally Courses hone your skill, increase your chances of better job prospects, higher pay and new career opportunities.

Program: Certified Tally Professional Course

Duration: 1.5 Months (Regular Classes – Mon to Fri)

Fee Structure: Rs. 12.000/-

## **Who Should Enroll for the Course?**

- Students
- Undergraduates
- Graduates
- Working Professionals
- Entrepreneur
- Business Man
- Freelancers

Professionals can also enroll for advance accounting course to upgrade themselves with trends/strategies.

## Certified Tally Professional Course Highlights

- Expertise you in modern Book Keeping.
- Computerized Entry and Finalise Reports.
- Industrial live case studies by the industry experts
- Flexibility in batch days and time schedule
- Experienced and friendly trainers
- Consolidated learning with regular home assignments.
- Career guidance
- Lifetime support from faculties
- Small batch strength
- Get help to start business as accounting professional
- Certification from VIPA
- Get assistance in future when something new arrives in market
- Coverage of all practical as well as theory classes
- Good infrastructure and supportive management.

## COURSE CURRICULUM

### 1. Basic Financial Accounting

- Voucher Preparation, Daybook writing, Cash book preparation, Ledger writing, Journal Register
- Stock Register, Purchase Register Preparation, Sales Register, Preparation Invoice
- Purchase order, Sales order, Fixed Assets Register Preparation
- Preparation of Trading and Profit & Loss
- Preparation Balance Sheet
- Preparation of Bank Reconciliation

### 2. Business Accounting

- ≡ • Basics of Accounts
- ≡ • Accounting Standard
- ≡ • Types of Accounts
- ≡ • Basics of Tally PRIME
- ≡ • Creation / Setting up of Company in Tally PRIME
- ≡ • Creating Accounting Masters in Tally PRIME
- ≡ • Setting up Accounts Heads
- ≡ • Group & Ledger Creation
- ≡ • Voucher Entry

- ≡ • Debit & Credit Note
- ≡ • Creating Inventory Masters in Tally PRIME
- ≡ • Stock Groups Godowns / Locations
- ≡ • Unit of Measure Stock Items
- ≡ • Advance Accounting in Tally PRIME
- ≡ • Bill Wise Details
- ≡ • Cost Centres and Cost Categories
- ≡ • Invoice Entry using voucher categories
- ≡ • Payment vouchers using voucher classes
- ≡ • Stock Journal using vouchers classes
- ≡ • Adjusting Forex Gain / Loss
- ≡ • Bank Reconciliation
- ≡ • Interest Calculation
- ≡ • Creating a Group Budget
- ≡ • Order Processing in Tally PRIME
- ≡ • Sale / Purchase order processing
- ≡ • Display Columnar orders & Stock Details
- ≡ • Reorder Levels
- ≡ • Tracking Numbers
- ≡ • Bill of Materials
- ≡ • Price Levels & Price Lists
- ≡ • Stock Valuation
- ≡ • Zero valued Entries

## OUR ALUMNI WORKED AT

Startup  
eFilings

NEIL  
ACCOUNTANTS  
& ADVISORS

accenture

amazon

pwc



ADITYA BIRLA GROUP

Ac  
Bloom™  
INTERNATIONAL  
Reliable Cosourcing Partner

HCL  
HCL TECHNOLOGIES

NEERAJ BHAGAT & CO.  
Chartered Accountants

kotak

Myntra

... & many more!