

Tally Certification Training Plan

Courseware – Tally PRO Certification

Application Details – Tally.ERP 9_Release 6.4

Session Plan – 50 Hours

Session Plan Breakup for Tally.ERP 9 Vol - 1

Chapter (No's)	Name of the Chapter	Hours
1.	FUNDAMENTALS OF ACCOUNTING	4
2.	JOURNALISING AND POSTING OF TRANSACTION	5
3.	MAINTAINING CHART OF ACCOUNT IN TALLY.ERP 9	3
4.	FUNDAMENTAL OF INVENTORY MANAGEMENT	4
5.	STOCK KEEPING UNITS	5
6.	RECORDING OF DAY-TO-DAY TRANSACTIONS	14
7.	ACCOUNTS RECEIVABLE AND PAYABLE MANAGEMENT	3
8.	BANKING	5
9.	ALLOCATION AND TRACKING OF EXPENSES AND INCOMES	5
10.	MIS REPORTS	2
Total Hours		50

Tally Certification Training Plan

Courseware – Tally PRO Certification

Application Details – Tally.ERP 9_Release 6.4

Session Plan – 40 Hours

Session Plan Breakup for Tally.ERP 9 Vol - 2

Chapter (No's)	Name of the Chapter	Hours
1.	Storage and Classification of Inventory	5
2.	Management of Purchase and Sales Cycle	4
3.	Price Levels and Price Lists	4
4.	Manufacturing Process	6
5.	Getting Started with GST	9
6.	Tax Deducted at Source	5
7.	Securing Financial Information	3
8.	Data Management and Financial Year End Process	4
Total Hours		40

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CHAPTER 5: STOCK KEEPING UNITS	1
CHAPTER 6: RECORDING OF DAY-TO-DAY TRANSACTIONS	2
CHAPTER 7: ACCOUNTS RECEIVABLE AND PAYABLE MANAGEMENT	2
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CHAPTER 9: ALLOCATION AND TRACKING OF EXPENSES AND INCOMES	3
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 - 1.3.3 PRINCIPLES
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KEY TAKEAWAYS

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KEY TAKEAWAYS

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KEY TAKEAWAYS

SHORTCUTS KEYS

PRACTICE EXERCISE

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KEY TAKEAWAYS

SHORTCUTS KEYS

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KEY TAKEAWAYS

SHORTCUTS KEYS

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KEY TAKEAWAYS

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KEY TAKEWAYS

SHORTCUTS KEYS

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Key Takeaways

Shortcut Keys

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Key Takeaways

Shortcut Keys

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Key Takeaways

Shortcut Keys

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Key Takeaways

Shortcut Keys

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Key Takeaways

Shortcut Keys

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Key Takeaways

Shortcut Keys

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Key Takeaways

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Key Takeaways

Shortcut Keys

Practice Exercises

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