

Tally Academy™

INSTITUTE OF LEARNING

ISO 9001 : 2015 Certified Organization

Partner:



N S D C
National
Skill Development
Corporation



Skill India
कौशल भारत - कुशल भारत

Student Dashboard



Global & Government of India Recognition



International Accreditation Forum
Australia & New Zealand



Department of Economic and
Social Affairs, New York, USA



Dubai Accreditation Centre
Dubai, UAE



Ministry of Micro, Small and Medium
Enterprises, Government of India



CSR, Ministry of Corporate
Affairs Government of India



Department of
Social Justice
Govt. of India

Own Server for Learning & Practicing e-filing



Daily new Jobs Directly on Student Dashboard



Student Job Portal

1-8 Books Free with Courses



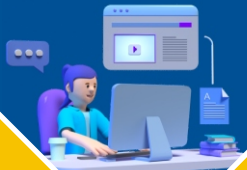
Online Exam. & Certificate Verification



Huge Job Opportunity



Books & Courses are updated regularly



Employers Connectivity

Easy Education Loan



www.tallyacademy.co



SCAN ME



FIND US ON WEBSITE

In Other States : Assam | Bihar | Odisha | Chhattisgarh | Tamil Nadu | Maharashtra | Karnataka
Himachal Pradesh | Gujrat | Uttarakhand | Uttar Pradesh

ABOUT TALLY ACADEMY

History

- ▶ Inception in 2005 by a Group of CA'S, CMA, IT Engineers, Professor, Ex. Principals
- ▶ Training Partner, Ministry of Skill Development & Entrepreneurship, Government of India
- ▶ 21 Global & Government of India's Recognition
- ▶ Autonomous Institution, Public Charitable Trust
- ▶ CSR, Ministry of Corporate Affairs Govt. of India
- ▶ Leader in the field of Job Oriented Practical Learning in Accounts, Finance & Taxation

Advantages

- ▶ Tally Academy's own e-filing Server For E-filing, Learning and practice
- ▶ 1-8 Books provided, every step screenshot & Project wise
- ▶ Presence in 12+ States & 125 location
- ▶ Experienced Faculty Members Including CAs & CMA
- ▶ Training on Latest Accounting Software
- ▶ Online Examination
- ▶ Certificate store in Student Dashboard
Certificate verify anywhere in the world

Awards & Recognitions



'International Education Award' from Chetan Chuhan, Indian Cricketer



'Swami Vivekananda Excellence Award' from World Achievers Foundation



'Skill Development Excellence Award' from Actress - Priyanka Sarkar



'Banga Ananay Award' from Mr. Sujit Bose Minister Fire Service, Govt. of W.B.



'Siksha Award' from Dr. Saikat Maitra V.C. MAKUT University, W.B.



'Sera Shikriti' from Dr. Ashish Panigrahi Pro V.C. University of Burdwan



Dr. Subrata Sankar Bagchi, Principal Bangabasi College Seminar



"Entrepreneur India Awards' from Time Cyber Media, Delhi





Why choose a career in Accounts, Finance & Taxation?



CAREER OPPORTUNITIES

Industry Demand

100%
Organisation

All organisation need Accounts & Taxation professional

Salary Growth

upto **21%**
Average

Offers steady career growth-vertically and horizontally

Job Opportunity

1+ CRORE

Number of GST registered Organizations growing 2Lac+ per year



Student Job Portal



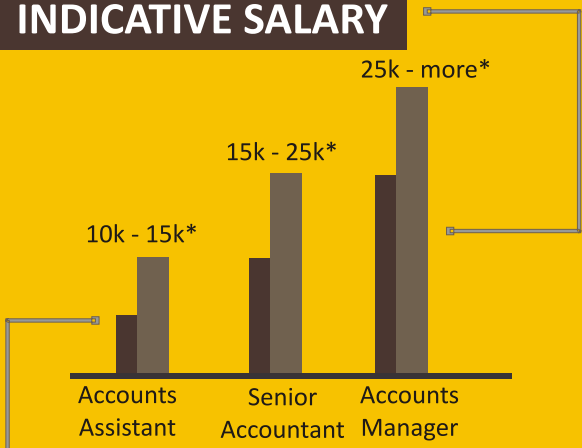
Jobs



Head Office

Students Dashboard

INDICATIVE SALARY



* Salary may vary with skill set and location

- ✓ Active 1-3 new jobs every day
- ✓ Students can open the dashboard daily to see new job offers
- ✓ Jobs will be on Accounts, Tally & SAP FICO
- ✓ Jobs will be within your city or state
- ✓ You will get this opportunity 3 years after the completion of course



Multiple Course Curriculum



CTFAP (Certificate in Tally Financial Accounting Program)

Course Contents : Advanced Tally Prime Covering Topic in Books with chapters

- ▶ Accounting & Financial Management
- ▶ Inventory Management
- ▶ Statutory Capabilities (GST Contents in TallyPrime)
- ▶ Payroll Accounting functions (PF, ESI, PT)

▶ Book-1

- Basic of Accounting
- Tally Fundamentals
- GST - Fundamentals
- Business Organizations
- Processing Transaction in Tally
- Accounting on Computers
- Report Generation

▶ Book-2

- GST with basics Rules
- GST on Goods, Single Rate Tax
- GST - Fundamentals
- GST TAX rate chart
- GST on Goods & Multi Rate Tax
- Point of Sales (POS) on GST
- GST State Code
- GST with Transaction

▶ Book-3

- GST on Service Tax
- GST on Capital Goods
- Report Generation
- GST on Advance Receipt
- GST Projects
- Point of Sales (POS) on GST
- GST on Service with TDS
- Order Processing
- List of Function Keys

▶ Book-4

- Budget
- Import of Data
- GST - Price Based Stock
- Input Service Distributor (ISD)
- E-Way Bill Rules
- Sale Approval Under GST
- Scenario Forecasts
- Job Work in Tally.ERP9
- Composite & Mixed Supply
- GST on old Stock
- E-Way Bill in Tally.ERP9
- FMCG Under GST
- Split Company Data
- Composition Scheme
- Special Economic Zones (SEZ)
- ITC Ineligible
- Work Contract Under GST
- E-Commerce Operator in GST

▶ Book-5

- Payroll Accounting & Compliance
- Tracking of Salary Advance & Loan
- Employer PF Contribution
- Employer ESI Contribution
- Pay Revision & Arrears
- Payroll for Contract Employees
- Payment of Provident Fund
- Payment of Professional Tax
- Point of Sales (POS) on GST
- Payroll Report

▶ Book-6

- Basic of Accounting
- Inventory and cost control with valuable feature
- Recording & Maintaining, Accounting transactions
- Online Examination Exercise
- Banking in Tally Prime
- Financial Statement & MIS Report

Duration : 7 months or 84 Classes

Eligibility : 10+ or higher

Study Material : 6 Books (Free)

Course Fees : ₹ 14,000/-



DFAP (Diploma in Financial Accounting Program)

1st semester is same as CTFAP,

2nd Semester : e-Filing with e-filing Server

- Course Contents :**
- Introduction of E-Filling,
 - GST Return : GSTR-1, GSTR-2 , GSTR-3B., GSTR-4
 - Income Tax Filing : (ITR-1, ITR-2, ITR-3, ITR-4),
 - Professional Tax, ESI & PF
 - New GST Registration
 - Last Updated rates in GST Form
 - e-TDS : Form 16A, 26Q
 - Tax Form Download, Fill up & Upload.

E-filing Server : for e-filing, Learning and hands-on practice, Tally Academy's own e-filing Server

Access e-filing Server : www.tallysoftwareacademy.com



Tally Academy's own
e-filing Server
 e-filing Hands-on Experience

- ✓ e-filing Hands-on Experience
- ✓ To build e-filing practical skills
- ✓ Students get the ultimate e-filing practical experience!
- ✓ Practice GST, Income Tax, TDS, PT, PF & ESI in simulated government web-sites hosted on our own servers
- ✓ Get a practical understanding of these government e-filing web-sites.

Duration : 10 months or 120 Classes
Study Material : 6 Books (Free)

Eligibility : 10+ or higher
Course Fees : ₹14,000 + ₹ 7,000 = ₹ 21,000

ADFAP (Advanced Diploma in Financial Accounting Program)

1st semester is same as CTFAP,
3rd Semester : Advance MS Excel

2nd Semester as DTFAP

► **Book-7**

- Introduction to Advanced Excel
- Flash Fill, Data validation
- Data Table, Solver & Advance Financial Analysis
- Functions & Formulas With Formatting
- Practical Project • Scenario
- Goal Seek
- PPMT
- Data Validation
- Rate •PMT
- The LOOKUP function
- Count of age in days
- Ranking list

- Quick Reference Sheet & Misc. Questions & Ans
- Condition Logics (Lookup & Chart)
- Pivot Tables & Chart & Match Index
- Power Pivot and Working formulas
- Solver • Advance Filter
- Match Index
- PV • FV
- SLN • V Lookup • H Lookup
- Data Table & Pivot Table. •DB
- Date and time functions
- Upper Case, Dollar function
- Logical functions using IF, AND, OR, NOT

Duration : 12 months or 144 Classes,
Study Material : 7 Books (Free)

Eligibility : 10+ or higher
Course Fees : ₹ 21,000+ ₹ 5000 = ₹ 26,000

PGDFAP (PG Diploma in Financial Accounting Program)

1st semester : is same as CTFAP
3rd Semester : Advance MS Excel

2nd Semester : E-Filing

4rd Semester : MS Office: MS Word, Excel. Power Point

- Computer Fundamentals
- Microsoft Windows
- Microsoft Excel

- Computer Typing
- Microsoft Word
- Microsoft PowerPoint • Internet & e-mail

Duration : 12 months or 174 Classes,
Study Material : 8 Books (Free)

Eligibility : 10+ or higher
Course Fees : ₹14,000 + ₹ 7,000 + ₹ 5000 + ₹ 3000 + ₹ 29,000

SAP FICO Business User Program

The Worlds Largest Provider of Enterprise Application software

SAP's Customer base

- ✓ SAP serves > 425,000 customers in > 180 countries
- ✓ SAP customer include:
 - 92% of the Forbes Global 2000 companies
 - 98% of the 100 most valued brands
 - 100% of the Dow Jones top scoring sustainability Companies
- ✓ SAP customers produce:
 - 78% of the world's food
 - 82% of the world's medical devices
- ✓ 77% of the world's transaction revenue touches the SAP system

SAP facts and figures in India

- SAP is a leader in India
- SAP has more then 65% market share in India
- 11 out of 16 'Navratnas' (Central Public Sector Enterprises identified by Govt. of India) like BEL/ BHEL/ NTPC/ ONGC/ IOCL etc. run SAP ERP
- 9 out of 10 most profitable companies and largest companies run SAP ERP
- 36 out of 50 'Economic Times 500' companies like TCS/ Reliance / HDFC/ Coal India/ Infosys etc. run SAP ERP
- 25 out of the 40 Largest Indian Companies named by Forbes run SAP ERP

10,000+companies
Using SAP ERP in INDIA

Starting salary in India can be
1.80 to 2.5 lacs p.a



CSBA (Certificate in SAP FICO Business Accountant)

1st semester is same as CTFAP,
3rd Semester : Advance MS Excel

2nd Semester as DTFAP,
4th Semester : SAP FICO

SAP FICO Contents

1. Basic accounting

- | | | |
|---------------------------------------|-------------------------------|---------------------------|
| 1.1 ERP Financial Accounting | 1.2 Elements of Accounting | 1.5 Financial Statements. |
| 1.3 Three Golden Rules of Accounting. | 1.4 General Ledger Accounting | |

2. About SAP

- | | | |
|--|--------------------|---------------------|
| 2.1 Enterprise Resource Planning (ERP) | 2.2 About SAP | 2.3 Benefits of SAP |
| 2.4 Versions of SAP | 2.5 Modules of SAP | |

3. SAP FICO Organizational Structure and required components

- | | | |
|-------------------------------------|-----------------------|------------------------|
| 3.1 Definition | 3.2 Chart of accounts | 3.3 Company |
| 3.4 Company Code | 3.5 Controlling Area | 3.6 Segment |
| 3.7 Profit Center | 3.8 Cost Center | 3.9 Posting Keys |
| 3.10 Number Range | 3.11 Document Type | 3.12 Transaction Codes |
| 3.13 Open And Clearing Item Concept | | |

4. Master Data

- | | |
|-------------------------------------|--|
| 4.1 Definition | 4.2 Creation of General Ledger Account Codes |
| 4.3 Creation of Vendor Master Codes | 4.4 Creation of Customer Master Codes |
| 4.5 Creation of Asset Master Codes | 4.6 Bank Master |

5. GL accounting

- | | | |
|-------------------------------|--------------------------------|--------------------------------|
| 5.1 Booking a Journal Voucher | 5.2 Display of Journal Voucher | 5.3 Parking of Journal Voucher |
| 5.4 Reversal of open item | 5.5 Reversal of Clearing Item | 5.6 GL Reports |

6. Accounts Payable

- | | | |
|--------------------------------------|--------------------------------|----------------------------|
| 6.1 Vendor Invoice Parking/Posting | 6.2 Vendor Credit Memo Posting | 6.3 Vendor Invoice Payment |
| 6.4 Advance Payments to Vendors | 6.5 Clearing the Down Payment | |
| 6.6 Memorandum Entries / Noted Items | 6.7 Accounts Payable Reports | |

7. Accounts Receivable

- 7.2 Customer Collection
- 7.5 Customer Credit Memo Posting

8. Bank & Cash Transaction

- 8.3 Manual issue of cheque
- 8.6 Voiding Cheque with Reversal Document

9. Asset Accounting

- 9.3 Depreciation Run
- 9.6 Asset Transfer

10. Tax Accounting

11. Material Management (MM) Integration

- 11.2 Procure to pay concept

12. Sales and Distribution (SD) Integration.

- 12.1 Order to Cash cycle.

13. Additional topics

- 13.3 Special GL accounting.

7.1 Customer Invoice Parking and posting

7.3 Customer advance

7.6 Accounts Receivable Reports

8.1 Creation of Cheque Register

8.4 Deleting Cheque Number

8.7 Cash Journal

9.1 Purchase of Fixed Asset.

9.4 Asset sale to customer

9.7 Asset Accounting Reports.

10.1 TDS deduction process

11.3 Invoice Verification

12.2 Display Sales Order

13.1 Fiscal Year

13.4 Cost Center Accounting Concept.

7.4 Clearing Advance

8.2 Display cheque register

8.5 Voiding Cheques

8.8 Bank Reconciliation Concept

9.2 Settlement of Main asset

9.5 Asset Scrapping.

10.2 GST Accounting Process

11.1 Material Master

11.4 Reversal of Invoice

12.3 Display the billing document

13.2 Special Periods

14. All Report Generation.

Duration : 16 months or 194 Classes

Eligibility : 10+ or higher

Study Material : 11 Books (Free)

Course Fees : ₹ 26,000+ ₹ 21,000 = ₹ 47,000

Course Name	Course Content	Fees(₹)
Certificate in SAP FICO (CSF) (4 Months 50 Classes) Eligibility : 10+ or higher	1. Basic Accounting 2. About SAP 3. SAP FICO Organizational Structure and required components, 4. Master Data 5. GL Accounting 6. Accounts Payable 7. Account Receivable 8.. Bank & Cash Transaction 9. Asset Accounting 10. Tax Accounting 11. Material Management (MM) Integration 12. Sales and Distribution (SD) Integration, 13. Additional Topics 14. All Report Generation	₹ 21,000
Certificate in Goods & Service Tax in Tally.ERP9 (C-GST)	Statutory Capabilities (GST Contents in Tally.ERP9) -3 Books	₹ 7,000
Certificate in E-Filing & Online Taxation (CEO) with Taxation Portal	Introduction of E-Filing, New GST Registration, GST Return, Last Updated rates in GST, Income Tax Filing, e-TDS, Professional Tax, ESI & PF, Tax Form Fill up & Upload	₹ 7,000
Certificate in International Trade, Stock Market, Banking & Finance	International Trade, Stock Market, Banking & Finance, Monthly stock, Statements, ROC etc.	₹ 5,000
Certificate in Computer Added Design (CCAD) - AutoCad	2D Autocad Drawing, 3D Autocad Drawing, Layout (2D & 3D) Drawing, Page Setup, Publish Drawing, Isolate Object, etc.	₹ 5,500

Career Options

- Accounts Manager
- SAP FICO End User
- SAP FICO Business User
- Stores In-Charge
- Purchase Manager
- Accountant
- Jr. Accountant/Supervisor
- Office Assistant
- Process Associate/Support
- SAP Functional Consultant
- Inventory Manager
- Accounts Executive
- Finance Executive
- Faculty
- Logistics Manager
- Accounts -Clerk
- Asst. Accountant
- Office Executive
- Computer Operator
- Cashier



OUR RECRUITERS - Where our students are working

Every day 5 to 10 companies seek placement from us, including but not limited to :

- GENPACT
- UNITECH INFOSPACE
- SHYAM TEXTILES LTD.
- INFORCE SOLUTIONS PVT. LTD.
- RJV ADVISOR PVT.LTD
- R DAGA & COMPANY
- MARC MEDICAL SYSTEMS
- SANDEEP JINDAL & ASSOCIATES, CHARTTERED ACCOUNTS
- KREAMZ CONFECTIONARY PVT.LTD
- JALAN DISTRIBUTORS & CO.
- CAMAC HOSIERY PVT. LTD
- MAGNUM LAKE TOWN GREEN PARK NATURE OF BUSINESS
- NAV BHARAT INDUSTRIES
- TSNT SOLUTIONS PVT.LTD
- S N STEEL TRADERS
- VCENT MEDIA PRIVATE LIMITED
- DISTRIBUTAR OF TATA MOTORS
- BHARAT INNOVA TECH PVT.LTD
- AESTHETIK ENGINEERS PVT. LTD
- GREEN APPLE LEATHER DESIGN
- BHARTI AXA LIFE INSURANCE COMPANY LTD.
- LABCURE SOLUTIONS PVT. LTD.
- DIATEK HEALTHCARE PVT. LTD.

...and many more

Some of our Placed Students



Tanaya Deb
Company : Genpact
Salary : 18,000/-



Sayan Saha
Ess N Ess Solution
Salary : 12,000/-



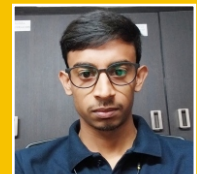
Abhishek Bose
Hoops & Strips Pvt.
Salary : 22,000/-



Shreyashri Pal
Shyam Textils Ltd.
Salary : 16,000/-



Ramtanu Goswami
Unitech Infospace
Salary : 21,000/-



Surojit Saha
R & B Services
Salary : 13,000/-



Tanmoy Maity
Kamala Clearing Agency
Salary : 17,000/-



Shreyashri Pal
RJV Advisor Pvt. Ltd.
Salary : 16,000/-



Avijit Ghosh
Labcure Solution
Salary : 17,500/-



Asha Upadhaya
R Daga & Company
Salary : 14,000/-



Shayan Ghosh
Diatek Healthcare
Salary : 12,000/-



Rituparna Das
Marc Medical Systems
Salary : 16,000/-

...and many more

Easy Education Loan, EMI with 0% Interest

Benefits of student :

- Loan covers upto 100% of the Course Fee
- Zero Rate of Interest & Processing • Minimum Documentation
- No Collateral • Security required • No Guarantor required
- Loan application to Disbursal within 2 working days
- Empowers you to take your own financial responsibilities and also build a good credit history

At the time of Loan Application :

- PAN Card • Aadhar Card • Last One months Pay Slip
- 3 Months updated Bank Statement • Colour Photo

Counsellor's Feedback:

Tally Academy™

INSTITUTE OF LEARNING

ISO 9001 : 2015 Certified Organization

www.tallyacademy.co

Registered Head Office :

1, Patuatola Lane | Kolkata - 700009 | Opposite : College Square | Near : Calcutta University
Help Line No : 9836548553, 8910287520 | e-mail : tallyacademy.helpdesk@gmail.com

Authorised Tally Academy :