

Get all the support you need

ICT Trainings offers lots of support to help you prepare for your future.

Find a wide range of support, including official ICT preparation materials –
www.ictrainings.com/

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Register now

You can take the course in a class or online on computer.

Step 1: Visit ICT Trainings Centre

Find us on Google Maps.

Step 2: Choose from over 50 Courses

Find out about registering, costs and preparation courses.

Step 3: Choose your starting date and time

We have dates every month – and you can register just one week before taking your course.

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Show you are serious about your career

Join millions of people that have selected IT and using in official/daily chores.

ICT Certificates to show they have the work-focused

IT and Telecom skills for career success. These high-quality international courses are developed by Industry leading professionals

Boost your employability – get the IT skills you need to access the best jobs.

Excel in business-related studies with proven IT skills.

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Find us:

Website: ict-trainings.com

<http://facebook.com/ICTtrainingsLahore>

E-mail: info@ict-trainings.com

<http://www.ict-trainings.com/curriculum/tally-leaflet.pdf>

ICT develop and produce the most valuable range of qualifications for learners of IT and Telecom.

Over 20000 students trained in Two Decades.

Universities, employers, government, ministries and other organizations recognize us as valuable partner.

ICT Trainings Institute – Engineering Your Career

Tally® with



Ready for Dubai
Market

Course Guide

Introduced in the 1980s within the Middle East, the software is widely adopted in UAE's Dubai region. At ICT, we have designed the training to meet the employer requirements for jobs in UAE Market.

POWER OF SIMPLICITY

Tally® is an Internationally known Product

For a full overview of the Product, go to <https://tallysolutions.com>



Tally® Curriculum

The training track below will give you the expertise required to gain edge in the Market.

Basic Accounting

- What is accounting?
- Why Business needs Professional Accountant
- Fundamental concepts of Accounting

Chart of Accounts

- Level of Accounts
- Accounting Codes
- Import / Export Data from Excel

Interface

- Gateway of Tally
- Shortcut Keys
- Accounts, Masters, Reports

Documents

- Customer / Supplier – Invoices/Bills
- Goods Receipt Note
- Delivery Note
- Bank Statement
- Supplier Statement
- Sales Order Processing
- Purchase Order Processing

Reports

- Supplier
- Customer
- Customization
- Jobs
- Financial Information
- Quick Reports
- Tax Reports

Stock Management

- Bill of Materials
- Inventory Record
- Stock Valuation Reports

Financial Tools

- Closing Periods
- Accountant Center
- Workflow of an Organization
- Job Costing
- Segmented Reporting

Payroll

- Payroll Items Creation
- Processing Paychecks
- Quick-Reports Payroll

www.ict-trainings.com/curriculum/tally-leaflet.pdf