

Dear Sir/Madam,

Greetings from Academy of Learning Limited.

Hope this email finds you well. We are delighted to offer a 5-day long Training on "Financial Accounting Using Tally ERP.9" soon at Academy of Learning Ltd., 115, Kazi Nazrul Islam Avenue, Bangla Motor, Dhaka-1000. Seating is limited upto 35 participants. Registration will be done on first come first service basis. Please find the programme details as below:

Training on **Financial Accounting Using Tally ERP.9**



Duration: 5 Days

Time: 06:00 pm to 09:00 pm

Participation:

BDT 3500 (Including VAT & Tax)

Seating Limited

(Frist Come Frist Service)

Tally ERP.9 is the world's most popular and powerful multi lingual business accounting and inventory management software. It is designed quite exclusively in order to fulfill the requirements of businesses solutions. it's fully integrated and highly reliable software. This specific software is quick to install and simple to learn and use. It's designed to automate and integrate all the business operations, such as finance, sales, purchasing, inventory and manufacturing. With this version, precise, up-to-date business information is literally at the fingertips anywhere. The commanding new features and blazing speed and power of Tally ERP.9 combined with enhanced MIS, multilingual, Data synchronization and remote capabilities help to simplify all the business processes effciently and cost effectively.

Course Objective:

- This course helps participants to work with well-known accounting software i.e. Tally ERP.9
- Participants will learn to create company, enter accounting voucher entries including advance voucher entries, do reconcile bank statement, do accrual adjustments, and also print financial statements, etc. in Tally ERP.9 software
- Accounting with Tally certificate course is not just theoretical programme, but it also includes continuous practice, to make participants ready with required skill for employability in the job market.



Methodology

- Based primarily around lectures, the training will include case studies and exercises which will be undertaken in team format
- Discussion in groups on certain topics to provide practical application of concepts to the attendees own organization
- Networking amongst attendees to discuss mutual business issues



Course Contents:

1. Basic info about Tally
2. Company Info
 - Company Create
 - Login
 - Back up
 - Select
 - Restore
3. Features & Configuration
4. Gateway of Tally
5. Masters
 - Accounting Info
 - Payroll Info
 - Inventory Info
6. Transactions
 - Accounting Voucher
 - Inventory Voucher
 - Payroll Voucher
7. Utilities
 - Import Data
 - Banking
8. Reports
 - Balance Sheet
 - Profit & Loss A/C
 - Stock Summary
 - Ratio Analysis
9. Practice & Evaluation



Khandaker Shahadat Anwar Tamal
MPF (DU), ICMAB

Khandaker Shahadat Anwar Tamal has been involved in training and counseling, specially in the field of Accounting. He masters in Tax and VAT. He believes in public relations and sharing knowledge. He is a very good motivator and a good listener too. Sharing knowledge helps him a lot to have in-depth look into the matters around him. That's why Mr. Tamal focuses on sharing knowledge with others through training.

He studied ICMAB & University of Dhaka in Masters of Professional Finance. He is a qualified ITP (Income Tax Practitioner) of NBR. He excels in Tally ERP.9 and MS Power Point. He worked with Khan Rashid Halim & Associates, Confidence Power and Jamuna Edible Oil Industries Ltd.

Mr. Tamal established himself as an excellent trainer in the development of Accounting Executives. He has been involved as a trainer in the ICMAB and Academy of Learning Limited. He usually conducts training on Tally ERP.9, Power Point and Income Tax and VAT.

Mr. Tamal also devotes his time for social work alongside his professional life. He works for the poor and young through Bangladesh Lions Foundation. He is the President of Dhaka Ambassador Gold Leo Club.

Certificate

Those attending the training will be given a certificate of participating the training on "Financial Accounting using Tally ERP.9".

Who Can Attend?

The training will be of value to the Finance and Accounts Executives, Management Trainee, Interns, Office Executives, Marketing Executives, HR Executives, the Fresh Graduates and students form CA, ACCA, ICAB, ICMAB, ICSB can also participates in the training programme.

*** Interested participants are encouraged to bring their own laptops during the training sessions.**

Thanking you.

With warm regards,

Head of Academics
Academy of Learning Limited.