

Course Name: - Certificate course in Financial Accounting

Duration 60 Hrs

With effect from Session 2015-16

TALLY SYLLABUS

1. Basics of Accounting

Types of Accounts, Golden Rules of Accounting, Accounting Principles, Concepts and Conventions, Double Entry System of Book Keeping , Mode of Accounting, Financial Statements, Transaction s, Recording Transactions

2. Fundamentals of Tally.ERP 9

Getting Functional with Tally.ERP 9

Creation / Setting up of Company in Tal ly.ERP 9

3: Accounting Masters in Tally.ERP 9

F11:Features

F12 : Configurations

Setting up Account Heads

4: Inventory i n Tally.ERP 9

Stock Groups

Stock Categories

Godowns / Locations

Units of Measure

Stock Items

Creating Inventor y Masters f or National Traders

5: Voucher Entry in Tally.ERP 9

Accounting Vouchers

Inventory Vouchers

Invoicing

6: Advanced Accounting in Tally. ERP 9

Bill-wise Details

Cost Centres and Cost Categories

Voucher Class and Cost Centre

Class Multiple Currencies

Bank Reconciliation

Interest Calculations

Budgets & Controls

7: Advanced Inventory in Tally.ERP 9

- Order Processing Reorder Levels
- Tracking Numbers Batch- wise Details
- Additional Cost Details Bill of Materials (BoM)
- Price Levels and Price Lists Stock Valuation
- Zero Valued Entries
- Inventory Ageing Analysis
- Different Actual and Billed Quantities

8: Value Added Tax (VAT)

- Configuring VAT in Tally.ERP Creating Masters
- Entering Transactions
- Accounting for Return of Goods
- Rate Difference in Purchase / Sales
 - Accounting for Interstate Transactions Exempt Transactions under VAT
 - Purchases from Unregistered Dealers Claiming ITC on Capital Goods
 - Inter-State Branch Transfers VAT Reports
- VAT for Composite Dealers

9: Central Sales Tax (CST)

- Basics of Central Sales Tax (CST)
- Enabling CST in Tally.ERP 9
 - Recording Interstate Transactions in Tally.ERP Payment of CST
- CST Reports

10: Point of Sale (PoS)

- Features of Point of Sale (PoS) in Tally.ERP 9 Configuring Point of Sale in Tally.ERP 9
- Entering POS Transactions POS Reports

11: Job Costing

- Configuring Job Costing In Tally.ERP 9 Creating Masters for Job Costing
- Recording Transactions Job Costing Reports

12: Multilingual Capabilities

- Configuring Tally.ERP 9 for Multilingual Capabilities
- Creating Masters
 - Entering Transactions in Multiple Languages Transliteration

Generating Reports

13: Technological Advantages of Tally.ERP 9

Tally Vault

Security Control Tally Audit

Backup and Restore

Split Company Data

Export and Import of Data ODBC
Connectivity

Web Enabled, Print Preview and Online Help Printing of Reports
and Cheques

14: Tally.NET and Remote Capabilities

Overview of Tally.NET

Configure Tally.NET Features

Connect Company on Tally.NET Create Remote Users

Authorise Remote Users Remote Access

15: Application Management and Controls

Concept of Control Centre

Installing & Activating Tally. ERP 9

Logging to Control Centre

Managing Accounts using Control Centre

16: Online Help and Support

Features of Support Centre

Accessing the Support Centre Using Support Centre

17: Service Tax

Basics of Service Tax

Configuring Tally.ERP 9 for Service Tax Creating Masters

Entering Transactions

Accounting for Advance Receipts

Accounting for Opening Service Tax Credit Payment of Service Tax

Service Tax Reports

18: Tax Deducted at Source

Basic concepts of TDS

Configuring TDS in Tally.ERP Creation of Masters

Processing Transactions TDS Reports

19: Tax Collected at Source

Basic Concepts of TCS

Configuring Tally.ERP 9 for

TCS Creating Masters

Entering Transactions TCS Reports

20: Excise for Dealers

Basic Concepts

Salient Features of Dealer Excise

Enabling Dealer Excise in Tally.ERP Creating Masters

Entering Transactions Excise Reports

Sales & Purchase Extract

21: Excise for Manufacturers

Basic Concepts of Excise Duty

Configuring Excise in Tally.ERP Creation of Masters

Processing Transactions Excise Reports

22: Payroll Accounting and Compliance

Configuring Payroll in Tally. ERP 9

Creating Payroll Masters

Processing Payroll in Tally.ERP 9

Accounting for Employer PF Contributions Accounting for Employer ESI

Contributions Payment of Professional Tax

Generating Payroll Reports