

Sant Gadge Baba Amravati University

Department of Lifelong Learning & Extension

Short Term Certificate Courses

(3 Month)

Syllabus

Certificate Course in Tally

Unit: I

Basics of Accounting:

Type of Accounts, Golden Rule of Accounting, Accounting Principles, Concepts & Principals, Double Entry System of Book Keeping, Mode of Accounting, Financial Statement, Transaction, Recording Transaction.

Unit II:

Fundamentals of Tally ERP 9

- Getting Functional with Tally ERP 9
- Creation/Setting up of Company in Tally ERP 9

Unit III:

Accounting Masters in Tally ERP 9

- F1 1-Features
- F12 - Configuration
- Setting up Accounts Heads

Unit IV :

Inventory in Tally ERP 9

Stock Group, Stock Categories, Do downs/Locations, Unit of Measure Stock Item

Unit V :

Voucher Entry in Tally

- Accounting Voucher Inventory Voucher Invoicing

Unit VI:

Advance Accounting in Tally ERP 9

Bill wise Details, Cost Centre & Cost Categories, Multiple Currency, Bank Reconciliation, Interest Calculation, Budget & Controls Seenario Management.

Unit VII:

Advance Inventory in Tally ERP 9

Order Processing, Reorder Levels, Tracking Numbers, Batch wise Details, Bill of Materials (Bom), Price levels & price List Stock Vallrtion, zero valued entries, different Actual & Billed Quantities.

Unit VIII:

Technological Advantage of Tally ERP 9 :

Tally Vault, Security Control, Tally Audit, Back up, Restore Split company Data, Export & Import of Data. Printing of Reports & cheques.

Unit IX :

Payroll Accounting & compliance pay Heads,

Employers Group, Employees configuring payroll in Tally ERP 9, Salary details, Unit, Attendances, Processing Payroll in Tally ERP 9, Accounting for Employer PF contribution. Est. Contribution. Payment of Professional Tax., Generating Reports.

Unit X :

Printing configuration

Select Printer Print Preue : Tax for Printof the Report Print

Unit XI:

Taxation in Tally.

CST, VAT, TDS, TCS, Service Tax, Basic Concept, Configuring in Tally, Creating Masters, Entering Transition & Report pointing. GST- Concept, Activating Tally in GST, Setting up GST, Understanding SGST,CGST, IGST, Creating GST Master Purchase voucher with GST, Sales Voucher with GST, TDS - Concept, Creating TDS Masters, TDS Payment, Tax Reports & Tax form.

Unit XII:

Finalization Entries & Finalization Process, Deprectation Entries, Creating General Reserves, Provision for Taxation, Bad debit Reservers, Partnership firm, Tranforming Profit, outstanding Expenses & Account Income, Changing Financial Year.

Books Recommended:

- 1) Tally 9.0 in Simple Steps by - Kogent solutions
- 2) Text Book of Financial Accounting by - Daniel M. Kimuda
- 3) TDS by Chandan Gupta
- 4) Value added Tax-Alan A. Tail
- 5) Service Tax -Shubham Shinha
- 6) Payroll Management - Steven Bragg
- 7) Tally ERP 9 - Nadkani