

Syllabus

Software for Hands-on Learning:

- Tally 9.0
- Tally .ERP 9

This course offers the following modules:

Module 1: Introduction to Financial Accounting

- Accounting Concepts

Module 2: Financial Accounting Basics

- Company Creation
- Accounts Configuration
- Accounts Classification
- Accounts Master Creations
- Voucher Types and Classes
- Accounts Vouchers

Module 3: Financial Accounting Advanced

- Final Accounts
- Bank Reconciliation Statement

Module 4: Inventory

- Introduction to Inventory
- Stock Groups
- Stock Categories
- Stock Item
- Reorder Levels
- Locations / Go downs
- Units of Measure
- Price List
- Tariff classification
- Dealer Excise opening stock

- Pure Inventory Voucher
- Entry of Pure Inventory Voucher
- Bill of Material
- Purchase and Sales Order
- Invoice Entry
- Foreign Exchange Transactions

Module 5: Business Management

- New Year Books
- MIS Reports
- Budget Management
- Scenario Management

Module 6: Document Printing

- Printing
- Printing Configuration for Vouchers
- Printing Reports
- Printing of Inventory Reports

Module 7: Software Maintenance & Upgrades

- Upgrades
- Data Maintenance
- Import & Export of Data
- Security

Module 8: TDS

- Introduction to Tax Deducted at Source (TDS)
- TDS in Tally
- TDS Masters
- Vouchers / Transactions
- Advance to a Party
- TDS Reports
- TDS Return
- TDS E-Return
- TDS Outstandings
- Exception Report

Module 9: VAT – Value Added Tax

- Introduction to VAT
- VAT Masters

- Vouchers and Transactions
- VAT on MRP
- VAT Computation

Module 10: Service Tax

- Introduction to Service Tax
- Service Tax in Tally
- Creating Masters
- Voucher Creations
- Service Tax Reports

Module 11: Introduction to Payroll

- Introduction to Payroll
- Payroll
- Payroll Information
- Employee Group
- Employee
- Salary Details
- Units
- Attendance / Production Type
- Voucher Types in Pay Roll

Module 12: Introduction to Excise for Manufactures

- Introduction to Excise for Manufactures
- Type of Excise Duty
- Excise for Manufacturers in Tally.ERP9

Module 13: Introduction to Excise for Dealers

- Introduction to Excise for Dealers
- Type of Excise Duty
- Excise for Dealers in Tally.ERP9

Module 14: Introduction of Tally.NET

- Introduction of Tally.NET
- Creating Remote Users
- Authorising Security Level
- Remote Login

Module 15: Introductory module on GST

- Taxable events in indirect taxation prior to GST
- Taxable events under GST
- Meaning of Goods and Services under GST
- Meaning and Scope of Supply
- Applicability of GST
- Structure of GST in India
- International scenario of GST
- Regulatory framework of GST
- GST council
- Rates of GST
- Understanding GST registration forms
- GST based invoice guidelines
- Sample invoice

Duration

120 Hours to be covered in either 2 months (8 weeks) or 3 months (12 weeks).

Options	Type	Weeks	Days per Week	Hours per Day	Total Hours
Option 1	2 Month Part Time	8	5	3	120
Option 2	2 Month Part Time	8	6	2.5	120
Option 3	3 Month Part Time	12	5	2	120

Mode	Total Fee (Rupees)	1st Installment (Rupees)	2nd Installment (Rupees)
Single Installment	4300	4300	N/A
Two Installment	4500	2250	2250