Certificate course in Tally

Session 2022-2023

Name of the course :-

Certificate course in Tally

Objective of the course:-

- This course is deigned to impart knowledge regarding concept of fincial accounting.
- This course is useful for commerce student to get placement in different office as well as companies in account department.
- Its important to student during computer accounting.
- Its help student to face new generation of accounting.

Teaching Hours :- 75 Days

No. of Student Admitted :- 212

No. of Student Pass:- 154

ABST Student :- 58

Fail Students :- Nil

Course start date:- 21/12/2022

Exam date:- 20/04/2023

Teachers:- 1. Dr. J.D.Porey

2. Prof. R. R. Fate

3. Prof. S.V.Patil

Co-Coordinator Remark:-All student during this course get knowledge about accounting that help them in there future.

Coordinator

Dr. J. D. Porey

Syllabus

Certificate Course in
Tally

Duration   : 3 Months { 150 hrs.; 100 hrs Practical & 50 hrs Theory}

Eligibility   : 10th and above

Tool and Version:

- Tally 9.0
- Tally .ERP 9

Syllabus:

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
- 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

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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

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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

	Max. Marks	Min. Pass Marks
Theory	100	50
Practical	100	50
Grand Total	200	100

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

Photos