Punyashlok Ahilyadevi Holkar Solapur University

SKILL DEVELOPMENT CENTRE

"Certificate Course in Tally ERP-9"

Syllabus

Duration of course: 6 Months

Fees: Rs.4000/-

Eligibility: Minimum H.S.C. Pass

Objectives:

1. To make students aware of practical accounting in industry and business.

2. To make students technologically strong.

3. To equip the students with the ability to do accounting electronically.

4. To gain confidence in accounting packages of software.

5. To provide better carrier opportunities.

Name of Skill Course	Duration	Name of Paper	Paper	Hours Per Paper	Th.	Int.	Pract.	Credits
Certificate Course in Tally ERP 9	6 Months	Basic of Accounting	I	45	80	20	0	3 Credits
		Introduction and basic implementation in Tally ERP 9	II	45			100	3 Credits
		Inventory Management in Tally ERP 9	III	45			100	3 Credits
		Advances in Tally ERP 9	IV	45	80	20		3 Credits
Total				180	160	40	200	12 Credits

Abbrevations: Th.- Theory Evaluation, Int.- Internal Evalution, Pract.- Practical Evalution

Paper I: Basic of Accounting

Topic 1: Introduction to Basic Financial Accounting

- Introduction
- Meaning and Definition of Accountancy
- Basic Accounting Terminologies
- Accounting Concepts

Topic 2: Meaning & Fundamentals of Book Keeping

- Introduction
- Meaning & Definition
- Advantages of double entry system of Book-keeping
- Meaning and Classification of Accounts
- Basic Rules of Debit and Credit for different accounts
- Source Documents Required for Accounting

Topic 4: Journal

- Introduction, Meaning and Definition
- Importance and Utility of Journal
- Specimen of Journal
- Writing of Journal Entries and Ledger posting

Topic 5: Final Accounts of Proprietary Concern

- Introduction and Meaning
- Preparation of Trading Account, Profit and Loss Account and
- Balance Sheet

Paper II: Introduction and basic implementation in Tally ERP 9

Topic 1: Introduction and Installation of Software

- Tally ERP 9 Introduction and Features
- Meaning of ERP
- Features of Tally ERP 9

Topic 2: Working With Tally ERP 9

- Tally ERP 9 Start Up
- Tally Screen Component
- Switching Between Screen Areas
- Quitting Tally ERP 9
- Company Creation - Select Company, Shut Company, Alter Company Details and Delete Company

Topic 3: Creating Accounting Masters in Tally ERP 9

- Company Features
- Configuration
- Payroll Configuration

Topic 4: Accounting by Using Tally (Accounts Only)

- Accounts Groups
- Accounts Classification
- Accounts Master Creations

Topic 1: Accounting by Using Tally - I (Inventory)

- Introduction to Inventory
- Inventory Information
- Configuration of Inventory
- Features of Inventory
- Functions in inventory info. Menu

Topic 2: Accounting by Using Tally - II (Inventory)

- Stock Group
- Stock Category
- Locations/Godown
- Units of Measurement
- Stock Items

Topic 3: Voucher Entry in Tally ERP 9

- Voucher Types and Class
- Accounting Vouchers
- Inventory Vouchers
- Purchase and Sales Order

Topic 4: Documents Printing

- Printing
- Data Maintenance
- Import and Export of Data
- Security
- Software Maintenance and Upgrades

Topic 1: TDS in Tally ERP 9

- Introduction to Tax Deducted at Source
- TDS in Tally
- TDS Masters
- Vouchers/Transactions
- Advance to a party
- TDS Reports
- TDS Returns
- TDS E –Return
- TDS Outstanding
- Exception Report

Topic 2: GST in Tally ERP 9

- Introduction to GST
- GST Masters
- Vouchers & Transactions GST on MRP
- GST computation
- Filing returns of GST

Topic 3: Introduction to Payroll

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

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