



G-TEC EDUCATION

— G-TEC Group of Institutions —

www.gteceducation.com

CERTIFICATE IN TALLY GURU

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DURATION: 3 MONTHS /108 HOURS

OBJECTIVE

It is a comprehensive level certification, a candidate with this certificate will be recognized as being proficient in the principles of accounting through Tally and is recommended for candidates who aspire to build a successful career in Finance and Accounts or as an entrepreneur.

EXIT PROFILE

- ✓ Get a good basic accounting knowledge (Manual accounting)
- ✓ Become a complete Tally Master
- ✓ Get a good knowledge in CGST, SGST and IGST calculations
- ✓ Understand the tax filing methods.
- ✓ Manage Payroll
- ✓ Can synchronize accounts.
- ✓ Able to give training in the software

CAREER PATH

- ✓ To become an educator in GST.
- ✓ Become a Professional Accountant
- ✓ IT Educator- Accounting Division
- ✓ Accounting Executive

FACULTY SKILL SET

- ✓ Graduation / Post Graduation in Commerce
- ✓ A Good Knowledge in Accounting Standards and Accounting Software - Tally
- ✓ The Trainer must be certified in Tally PRO/ Tally GURU

HARDWARE AND SOFTWARE REQUIREMENTS

- ✓ Operating System : Windows 7/8
- ✓ Minimum Memory : 2 GB
- ✓ Recommended Memory : 4 GB / 8 GB
- ✓ Minimum Disk Space : 10 GB free
- ✓ Recommended Disk Space : 1 TB

COURSE OUTLINE

- ✓ Fundamentals of Accounting
- ✓ Journalizing and Posting of Transactions
- ✓ Maintaining Chart of Accounts in Tally.ERP 9
- ✓ Maintain Stock Keeping Unit (SKU)
- ✓ Recording Day to Day Transactions
- ✓ Accounts Receivable and Payable Management

- ✓ Banking
- ✓ Allocation and Tracking of Expenses and Incomes
- ✓ MIS Reports
- ✓ Storage and Classification of Inventory
- ✓ Management of Purchase and Sales Cycles
- ✓ Price Levels and Price Lists
- ✓ Manufacturing Process
- ✓ Getting Started with GST
- ✓ Tax Deducted at Source (TDS)
- ✓ Securing Financial Information
- ✓ Data Management and Financial Year End Process
- ✓ Job Costing
- ✓ Tally Audit
- ✓ Interest Calculation
- ✓ Synchronization
- ✓ Multilingual
- ✓ Control Centre and Support Centre
- ✓ SMS Query
- ✓ Web Publishing
- ✓ Group Company

PREREQUISITE FOR STUDENTS

The course is designed for graduates/plus two students (especially for commerce student) who have aptitude for Manual Accounting and basics of Tally Accounting (Tally ACE)

MANDATORY CERTIFICATE

- ✓ Tally GURU

MODULE IN DETAIL

FUNDAMENTALS OF ACCOUNTING

- ✓ Introduction
- ✓ Accounting Terms
- ✓ Accounting Assumptions
- ✓ Double Entry System of Accounting
- ✓ Types of Accounting
- ✓ The Golden Rule of Accounting
- ✓ Source of Business Transactions
- ✓ Ledger
- ✓ Trail Balance
- ✓ Subsidiary Books and Control Accounts
- ✓ Financial Statements (Trading & Profit / Loss Accounting and Balance Sheet)

JOURNALISING AND POSTING OF TRANSACTIONS

- ✓ Recording of Business Transactions
- ✓ Ledgers
- ✓ Trail Balances
- ✓ Subsidiary Books and Control Accounts
 - Cash Book
 - Petty Cash Book
 - Purchase, Sales and Return Books
 - Journal Proper
 - Control Accounts.
- ✓ Financial Statements

MAINTAINING CHART OF ACCOUNTS IN TALLY.ERP 9

- ✓ Introduction
- ✓ Company Creation
- ✓ Company Features and Configurations
- ✓ Chart of Accounts
- ✓ Ledger Creation
- ✓ Group Creation
- ✓ Displaying of Groups & Ledgers
- ✓ Deletion of Groups & Ledgers

MAINTAIN STOCK KEEPING UNIT (SKU)

- ✓ Inventory Masters in Tally ERP 9
- ✓ Creating Inventory Masters
- ✓ Creation of Stock Group
- ✓ Creation of Unit of Measure
- ✓ Creation of Stock Item
- ✓ Creation of Godown
- ✓ Defining of Stock Opening Balance in Tally ERP 9.

RECORDING DAY TO DAY TRANSACTIONS

SYLLABUS

- ✓ Business Transactions
- ✓ Source Document or Voucher
- ✓ Recording Transactions in Tally.ERP 9
- ✓ Accounting Vouchers
- ✓ Receipt Voucher
- ✓ Contra Voucher
- ✓ Payment Voucher
- ✓ Purchase Voucher
- ✓ Sales Voucher
- ✓ Debit Note Voucher
- ✓ Credit Note Voucher
- ✓ Journal Voucher
- ✓ Creation of New Voucher Type
- ✓ Automation of Invoices (Voucher Classes)
- ✓ Non-Accounting Vouchers
- ✓ Memorandum Voucher
- ✓ Optional Vouchers
- ✓ Reversing Journal
- ✓ Recording Provisional Entries
- ✓ Recording Inventory Vouchers
- ✓ Receipt Note Voucher
- ✓ Delivery Note Voucher
- ✓ Rejection in Voucher
- ✓ Rejection Out Voucher
- ✓ Stock Journal Voucher
- ✓ Physical Verification of Stocks

ACCOUNTS RECEIVABLE AND PAYABLE MANAGEMENT

- ✓ Accounts Payable and Receivable
- ✓ Maintaining Bill-wise Details
- ✓ Activation of Maintaining Bill-wise Details Feature
- ✓ New Reference
- ✓ Against Reference
- ✓ Advance Reference
- ✓ On Account
- ✓ Credit Limit
- ✓ Activate Credit Limit
- ✓ Setting Credit Limits
- ✓ Exceeding Credit Limits
- ✓ Exception to Credit Limits
- ✓ Payment Performance of Debtors
- ✓ Changing the Financial Year in Tally.ERP 9

BANKING

- ✓ Introduction

SYLLABUS

- ✓ Banking Payments
- ✓ Setting up Banking Features
- ✓ Cheque Management
- ✓ Cheque Printing
- ✓ Single Cheque Printing
- ✓ Multi Cheque Printing
- ✓ Cheque Register
- ✓ Cancelled Cheque
- ✓ Blank Cheque
- ✓ Bank Reconciliation
- ✓ Manual Bank Reconciliation
- ✓ Auto Bank Reconciliation
- ✓ Deposit Slip
- ✓ Cash Deposit Slip
- ✓ Cheque Deposit Slip
- ✓ Payment Advice
- ✓ Managing of Post-dated Cheques
- ✓ Notional Bank
- ✓ Post-dated Report
- ✓ Handling e-Payments in Tally.ERP 9
- ✓ e-Payments Report
- ✓ Exporting e-Payment Transactions from e-Payments Report
- ✓ Sending Payment Instructions to Bank
- ✓ Updating the Bank Details Instantly in Tally.ERP 9

ALLOCATION AND TRACKING OF EXPENSES AND INCOMES

- ✓ Introduction
- ✓ Cost Center and Cost Categories
- ✓ Activation of Cost Category and Cost Center
- ✓ Allocation of Expenses and Incomes using Cost Center
- ✓ Allocation of Expenses and Incomes using Cost Center with Cost category
- ✓ Allocation of expenses to multiple cost centers and cost categories
- ✓ Automation of Cost Center and Cost Categories while recording transactions
- ✓ Cost Center Classes
- ✓ Cost Center Reports
 - Category Summary
 - Cost Center Break-up
 - Ledger Break-up
 - Group Break-up

MIS REPORTS

- ✓ Introduction
- ✓ Advantages of Management Information Systems
- ✓ Types of MIS Reports in Tally.ERP 9

- ✓ MIS Reports in Tally. ERP 9
 - Trial Balance
 - Balance Sheet
 - Profit and Loss Account
 - Cash Flow Statement
 - Funds Flow Statement
 - Ratio Analysis
 - Books and Accounting Reports
 - Day Book
 - Receipts and Payments
 - Purchase Register
 - Sales Register
 - Bills Receivable and Bills Payable
- ✓ Inventory Reports
 - Stock Summary
 - Stock Transfer
 - Movement Analysis
 - Ageing Analysis

STORAGE AND CLASSIFICATION OF INVENTORY

- ✓ Introduction
- ✓ Godown Management
- ✓ Activating Godown
- ✓ Creating a Godown
- ✓ Allocation of Stock to Particular Godown while Defining Opening Balance
- ✓ Recording of Purchase, Sales and Stock Transfers with Godown Details
- ✓ Purchase of Inventory
- ✓ Recording stock transfer entry using stock journal
- ✓ Sale of Inventory
- ✓ Maintaining Damaged Goods
- ✓ Analyzing Godown Summary and Stock Movement Reports
- ✓ Stock Category
- ✓ Activation of Stock Categories
- ✓ Creating Stock Categories
- ✓ Recording of Transactions
- ✓ Movements of Goods in Batches/Lots – Batch wise details
- ✓ Activating Batch-wise Details in Tally.ERP 9
- ✓ Using Batch-wise Details in Purchase Invoice
- ✓ Using Batch-wise Details in Sales Invoice
- ✓ Expired Batch/Stock Transfer
- ✓ Batch Reports
- ✓ Batch Vouchers Report
- ✓ Batch Summary Report
- ✓ Transfer Analysis report

SYLLABUS

- ✓ Stock Valuation Methods
 - ✓ Configuration of Stock Valuation Method
 - ✓ Different Types of Costing Methods
 - ✓ Recording of Purchase and Sales Transactions
 - ✓ Stock Valuation based on FIFO Perpetual Method
 - ✓ Conclusion
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MANAGEMENT OF PURCHASE AND SALES CYCLES

- ✓ Introduction
 - ✓ Purchase Order Processing
 - ✓ Activating Order Processing in Tally.ERP 9
 - ✓ Sales Order Processing
 - ✓ Viewing Order Details
 - ✓ Display Columnar Orders & Stock Details
 - ✓ Sales order outstanding.
 - ✓ Pre-closure of Order
 - ✓ Reorder Level
 - ✓ Display Reorder Status
 - ✓ Conclusion
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PRICE LEVELS AND PRICE LISTS

- ✓ Activating Price Lists and Defining of Price Levels
 - ✓ Creation of Price List
 - ✓ Using Price List
 - ✓ Revise Price List
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MANUFACTURING PROCESS

- ✓ Introduction
 - ✓ Activating of Bill of Materials
 - ✓ Auto Listing of Components Using Bill of Materials
 - ✓ Accounting of Manufacturing Process in Tally.ERP 9
 - ✓ Reports
 - ✓ Stock Journal Register
 - ✓ Transfer Analysis
 - ✓ Cost Estimation
 - ✓ Stock Ageing Analysis
 - ✓ Transferring of Manufactured Goods from Storehouse to Showroom
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GETTINGS STARTED WITH GST

- ✓ Activation of GST in Tally ERP 9.
 - ✓ Enabling GST and Defining Tax Details
 - ✓ Transferring Input Tax Credit to GST
 - ✓ Intra-State Supply of Goods (Inward & Outward)
 - ✓ Inter-State Supply (Inward & Outward)
 - ✓ Return of Goods (Purchase & Sales Return)
 - ✓ Supply inclusive Tax
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SYLLABUS

- ✓ Defining Tax Rates at Mater and Transaction Levels.
- ✓ GST Reports (GSTR-1 & GSTR-2)
- ✓ Input Tax Credit Set Off.
- ✓ GST Tax Payments
- ✓ Exporting GSTR-1 return and uploading in GST Portal
- ✓ Recording Advanced Entries
- ✓ Purchase from Composite dealer.
- ✓ Exports
- ✓ Exempted Goods
- ✓ SEZ Sales
- ✓ Accounting Reverse Charge under GST
- ✓ Accounting of Supply of Services
- ✓ Accounting Exempted Services.
- ✓ Purchases from Unregistered Dealers
- ✓ Imports
- ✓ Advance Receipts and Payments
- ✓ Accounting Advance Receipts and booking of Tax Liability
- ✓ Accounting an advance payment for purchase of taxable goods under reverse charge
- ✓ Refund Voucher – Reversal of GST on Account of cancellation of Advance Receipt
- ✓ Mixed Supply and Composite Supply under GST
- ✓ Mixed Supply of Goods
- ✓ Composite Supply of Goods
- ✓ Accounting of Service Transactions
- ✓ Branch Transfer
- ✓ Input Credit
- ✓ GST Tax Payment
- ✓ GST Reports
- ✓ Generating GSTR-1 Report in Tally.ERP 9
- ✓ Generating GSTR-2 Report in Tally.ERP 9
- ✓ Filing GSTR1.

TAX DEDUCTED AT SOURCE (TDS)

- ✓ Introduction
- ✓ Basic Concepts of TDS
- ✓ TDS Process
- ✓ TDS in Tally.ERP 9
- ✓ Activation of TDS Feature in Tally.ERP 9
- ✓ TDS Statutory Masters
- ✓ Configuring TDS at Group Level
- ✓ Configuring TDS at Ledger Level
- ✓ Booking of Expenses in Purchase Voucher
- ✓ Recording Transactions
- ✓ TDS Deduction for Interest Payable

SYLLABUS

- ✓ Expenses Partly Subject to TDS
- ✓ Booking Expenses and Deducting TDS Later
- ✓ Accounting Multiple Expenses and Deducting TDS Later
- ✓ Accounting for TDS on Advance Payments against Transport
- ✓ TDS on Expenses at Lower Rate
- ✓ TDS on Expenses at Zero Rate
- ✓ Deducting TDS on Payments
- ✓ Reversal of Expenses with TDS
- ✓ Deducting TDS on Expenses with Inventory
- ✓ Accounting TDS on Fixed Assets
- ✓ Payment of TDS
- ✓ TDS Reports
- ✓ Challan Reconciliation
- ✓ TDS Outstanding
- ✓ E>Returns

TAX COLLECTED AT SOURCE

- ✓ Introduction
- ✓ Basic Concepts of TCS
- ✓ Configuring Tally.ERP 9 for TCS
- ✓ Enabling TCS in Tally.ERP 9
- ✓ Sales of TCS Goods at Lower Rate
- ✓ Sales of TCS Goods at Nil Rate
- ✓ TCS on Transfer of Right to Use
- ✓ Payment of TCS
- ✓ TCS Reports
- ✓ Form 27EQ
- ✓ Saving Form 27EQ
- ✓ Return Transaction Book

SECURING FINANCIAL INFORMATION

- ✓ Introduction
- ✓ Security Control
- ✓ Activation of Security Control and Creation of Security Levels in Tally.ERP9
- ✓ Accessing the Company with Data Operator's User Account
- ✓ Password Policy
- ✓ Tally Vault Password
- ✓ Activation of Tally Vault in Tally.ERP 9
- ✓ Configuration of Tally Vault Password while Creating the Company
- ✓ Configuration of Tally Vault Password for Existing Company
- ✓ Benefits of Tally Vault Password

DATA MANAGEMENT AND FINANCIAL YEAR END PROCESS

- ✓ Introduction
- ✓ Backup and Restore
- ✓ Backup of Data

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- ✓ Restoring Data from a Backup File
 - ✓ Export and Import of Data
 - ✓ Exporting and Importing of Data from One Company to Another in XML Format
 - ✓ Exporting of data in other available formats
 - ✓ E-Mailing in Tally.ERP 9
 - ✓ Printing Reports
 - ✓ Managing of Data during Financial Year End Process
 - ✓ Important Pre-Split Activity
 - ✓ Splitting of Data
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JOB COSTING

- ✓ Introduction
 - ✓ Features of Job Costing
 - ✓ Enabling Job Costing
 - ✓ Creating Required Masters
 - ✓ Creating Ledgers for Job Costing
 - ✓ Recording of Job Costing Related Transactions
 - ✓ Job Costing Reports
 - ✓ Job Work Analysis Report
 - ✓ Materials Consumption Summary Report
 - ✓ Comparative Job Work Analysis Report
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JOB WORK

- ✓ Introduction
 - ✓ Features of Job Order Processing in Tally.ERP 9
 - ✓ Configuring Job Order Processing in Tally.ERP 9
 - ✓ Company Setup
 - ✓ Enabling Job Order Processing
 - ✓ Voucher Type Setup
 - ✓ Job Order Processing
 - ✓ Job Work Out Order
 - ✓ Job Work in Order
 - ✓ Job Order Reports
 - ✓ Job Work Out Reports
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TALLY AUDIT

- ✓ Introduction
 - ✓ Enabling Tally Audit Features in Tally.ERP 9
 - ✓ Create User level security
 - ✓ Creation of Masters by Administrator
 - ✓ Recording of Transactions by the Users
 - ✓ Audit Listing for Voucher Types
 - ✓ Tally Audit Statistics for Masters
 - ✓ Audit Listing for Users
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INTEREST CALCULATION

- ✓ Activating Interest Calculations
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SYLLABUS

- ✓ Using Advanced Parameters for Interest Calculation
 - ✓ Calculation of Compound Interest
 - ✓ Interest Calculation Reports
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SYNCHRONIZATION

- ✓ Introduction
 - ✓ Data Synchronization in Tally.ERP 9
 - ✓ Difference between On-demand Synch and Online Synch
 - ✓ Features of On-Demand Synchronization
 - ✓ On demand Synchronization
 - ✓ Sync Status Messages
 - ✓ Online Synchronization
 - ✓ Online Synchronization using Tally.Net
 - ✓ Export Snapshot
 - ✓ Import Snapshot
 - ✓ Transaction Sync Summary Report
 - ✓ Status Report
 - ✓ Exceptions Report
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MULTILINGUAL

- ✓ Introduction
 - ✓ Operating System Requirement for Multi-lingual Support
 - ✓ Keyboard (Language) Configuration in Tally.ERP 9
 - ✓ Defining User Interface Language
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CONTROL CENTRE

- ✓ Introduction
 - ✓ Login to Control Centre
 - ✓ Control Centre for an Account
 - ✓ Licensing and Configuration
 - ✓ License and Configuration for Single Site
 - ✓ Licensing and Configuration for Multi-site
 - ✓ Creating Configuration Set for a Site
 - ✓ TDL Configuration Management
 - ✓ Jobs & Recruitment
 - ✓ Account Profile Management
 - ✓ Change Account Admin
 - ✓ Change Password
 - ✓ Change My Profile
 - ✓ My Sessions
 - ✓ User Management
 - ✓ Manage Data Sessions
 - ✓ Deploying Account TDLs
 - ✓ Unlink TDL Configuration
 - ✓ Support Centre
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SMS QUERY

SYLLABUS

- ✓ Introduction
- ✓ How to Configure SMS in Tally.ERP 9

WEB PUBLISHING

- ✓ Introduction
- ✓ Key Takeaways
- ✓ Practice Exercises
- ✓ Chapter 31 Group Company
- ✓ Introduction
- ✓ Consolidation of the Final Reports by Creating a Group Company
- ✓ How to check the Consolidated Reports in the Group Company?

PAYROLL

- ✓ Introduction
- ✓ Setup Payroll in Tally.ERP 9
- ✓ Company Creation
- ✓ Activation
- ✓ Processing Basic Payroll in Tally.ERP 9
- ✓ Employee Setup
- ✓ Creation of Payroll Units
- ✓ Attendance/Production Types
- ✓ Creation of Pay Heads
- ✓ Defining Salary Details for an Employee
- ✓ Defining Salary Details for an Employee Group
- ✓ Salary Processing
- ✓ Payroll Reports
- ✓ Statements of Payroll
- ✓ Attendance Reports
- ✓ Expat Reports
- ✓ Payroll Statutory Deductions and Reports
- ✓ Creating the Statutory Pay Heads
- ✓ Define Salary Details
- ✓ Process Salary
- ✓ Payment of Salary
- ✓ Payroll Statutory Reports
- ✓ Income Tax
- ✓ Employee Setup
- ✓ Provide Income Tax Details
- ✓ Process Income Tax
- ✓ Process Salary
- ✓ Enabling GST and Defining Tax Details
- ✓ Transferring Input Tax credit to GST
- ✓ Inter State & Intrastate Supply of Goods
- ✓ Supplies Inclusive of Tax
- ✓ Defining GST Rates at Stock Group Level
- ✓ Defining GST Rates at Stock Group Level
- ✓ Defining GST Rate at Transaction Level
- ✓ Hierarchy of Applying Tax Rate Details