



**G-TEC EDUCATION**

— G-TEC Group of Institutions —

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# CERTIFICATE IN TALLY PRO

## CERTIFICATE IN TALLY PRO

**DURATION: 2 MONTHS /72 HOURS**

### OBJECTIVE

It is an advanced level certification for candidates aspiring for growth in their careers. It certifies candidates to have a better understanding of advanced accounting concepts through Tally.

### EXIT PROFILE

- ✓ Get a good basic accounting knowledge (Manual accounting)
- ✓ Understand Tally in advance level
- ✓ Understand, What GST is.
- ✓ Get a good knowledge in CGST, SGST and IGST calculations
- ✓ Understand the tax filing methods.
- ✓ Able to prepare Accounts manually
- ✓ 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

#### **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 PRO

#### **OPTIONAL CERTIFICATE**

- ✓ Tally ACE

## 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

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### **RECORDING DAY TO DAY TRANSACTIONS**

- ✓ 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

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### **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

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## **BANKING**

- ✓ Introduction
- ✓ 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

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## **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

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## **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

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## **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

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- ✓ Expired Batch/Stock Transfer
  - ✓ Batch Reports
  - ✓ Batch Vouchers Report
  - ✓ Batch Summary Report
  - ✓ Transfer Analysis report
  - ✓ 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**

- ✓ 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
- ✓ 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

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### **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
- ✓ 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

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- ✓ TDS Reports
  - ✓ Challan Reconciliation
  - ✓ TDS Outstanding
  - ✓ E>Returns
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### 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
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### DATA MANAGEMENT AND FINANCIAL YEAR END PROCESS

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