



G-TEC EDUCATION

— G-TEC Group of Institutions —

www.gteceducation.com

CERTIFIED TALLY EXPERT

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DURATION: 2 MONTHS /72 HOURS

OBJECTIVE

A professional certification for candidate's aspirant for their skill on Computerized Accounting and Tally with growing careers. It certifies candidates to have a better understanding of advanced accounting concepts through Tally and assists candidates to become job-ready.

EXIT PROFILE

- ✓ Get a good basic accounting knowledge (Manual accounting)
- ✓ Become a complete Tally expert
- ✓ 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

- ✓ Goods and Services Tax
- ✓ tax Deducted at Source (TDS)
- ✓ Tax Collected at Source
- ✓ Job Costing
- ✓ Job Work

SYLLABUS

- ✓ Tally Audit
- ✓ Interest Calculation
- ✓ Synchronization
- ✓ Multilingual
- ✓ Control Centre
- ✓ SMS Query
- ✓ Web Publishing
- ✓ Payroll

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

OPTIONAL CERTIFICATE

- ✓ Tally ACE
- ✓ Tally PRO

MODULE IN DETAIL

GOODS AND SERVICES TAX

- ✓ Introduction
- ✓ Activate GST in Tally.ERP 9
- ✓ Accounting of GST Transactions
- ✓ 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)

- ✓ TDS Process
- ✓ TDS in Tally.ERP 9
- ✓ Recording TDS Transactions for Purchase of Software
- ✓ TDS Deduction for Interest Payable
- ✓ Payment of TDS
- ✓ 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

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

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

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

INTEREST CALCULATION

- ✓ Activating Interest Calculations
- ✓ Using Advanced Parameters for Interest Calculation
- ✓ Calculation of Compound Interest
- ✓ Interest Calculation Reports

SYNCHRONIZATION

- ✓ Introduction
- ✓ Data Synchronization in Tally.ERP 9

SYLLABUS

- ✓ 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

MULTILINGUAL

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

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

SMS QUERY

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

SYLLABUS

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