

ACCOUNTING ON COMPUTERS USING TALLY – (ACT - 9.2)

COURSE DURATION : 60 Hrs.

OBJECTIVE :

To introduce the students to the Basic of Accounts and the usage of Tally for accounting purpose.

COURSE COVERAGE :

The course covers the main features and components of Tally. It teaches the students to maintain accounts with and without inventory. The multilingual feature of Tally helps in maintaining accounts in the different languages that are supported by Tally. Students are familiarized with the statutory features of Tally like VAT, CST, TCS, TDS, FBT, and Service Tax. Students are also familiarized with the Point of Sale and Payroll features of Tally.

Course Structure and Break- up of Learning Hours :

Lessons	Topic
1.	An Introduction to Accounting and Tally
2.	Tally Accounting
3.	Tally Inventory
4.	Tally Vouchers
5.	Multilingual Capability
6.	Advance Accounting
7.	Advanced Inventory
8.	Value Added Tax (VAT), for Composite Dealers and CST.
9.	Point of Sale(POS)
10.	Payroll
11.	Tax Deducted at Source
12.	Tax Collected at Source
13.	Service Tax
14.	Job costing.
15.	Excise Dealer
16.	Fringe Benefit Tax.
17.	Reports.
18.	The Technology Advantage of Tally.

Chapters	Topics
Lesson 1.	Introduction to Tally Chapter Objectives Chapter Structure <ul style="list-style-type: none"> - Tally Fundamentals - Maintaining Company Data
Lesson 2.	Tally Accounting Chapter Objectives Chapter Structure <ul style="list-style-type: none"> - Complete Introduction to F11 : Features - Complete Introduction to F12 : Configure
Lesson 3.	Tally Inventory Chapter Objectives Chapter Structure <ul style="list-style-type: none"> - Maintaining Stock Details.
Lesson 4.	Tally Vouchers Chapter Objectives Chapter Structure <ul style="list-style-type: none"> - Accounting Vouchers - Invoicing - Accounting and Item Invoicing.
Lesson 5.	Multilingual Capabilities
Lesson 6.	Advanced Accounting Chapter Objectives Chapter Structure <ul style="list-style-type: none"> - Bill wise Details. - Cost Centres and Cost categories - Voucher classes and Cost centre classes - Multiple Currencies.
Lesson 7.	Advanced Inventory Chapter Objectives Chapter Structure <ul style="list-style-type: none"> - Order Processing. - Re- order Levels

	<ul style="list-style-type: none"> - Tracking Numbers - Additional Cost Details. - Bill of Materials (BOM)
Lesson 8.	<p>Value Added Tax (VAT) and CST</p> <p>Chapter Objectives Chapter Structure</p> <ul style="list-style-type: none"> - Introduction of Vat - Activation & Classification - Ledger creation - Stock Item master creation - Printing configuration - Vat Computation - Vat Form
Lesson 9.	<p>Point of Sale</p> <p>Chapter Objectives Chapter Structure</p> <ul style="list-style-type: none"> - Introduction. - Enabling POS in Tally - POS invoice without Voucher Class - ZERO valued entries in POS Invoice.
Lesson 10.	<p>Payroll</p> <p>Chapter Objectives Chapter Structure</p> <ul style="list-style-type: none"> - Payroll Features in Tally. - Enabling payroll in Tally - Creation of Masters and Voucher - Payroll Reports.
Lesson 11.	<p>TDS - Tax Deducted at Source</p> <p>Chapter Objectives Chapter Structure</p> <ul style="list-style-type: none"> - Introduction of TDS. - Enabling TDS in Tally - Master Creation - Voucher entries. - TDS report

Lesson 12.	<p>TCS - Tax Collected at Source</p> <p>Chapter Objectives Chapter Structure</p> <ul style="list-style-type: none"> - Introduction of TCS. - Enabling TCS in Tally - Master Creation - Voucher entries. - TCS report - TCS REPORT
Lesson 13.	<p>Service Tax</p> <p>Chapter Objectives Chapter Structure</p> <ul style="list-style-type: none"> - Introduction of Service Tax. - Enabling Service Tax in Tally - Master Creation - Voucher entries. - Service Tax on receipt of Advance - Opening Service Tax Ledgers Treatment.
Lesson 14.	<p>Job Costing</p> <p>Chapter Objectives Chapter Structure</p> <ul style="list-style-type: none"> - Introduction - Configuration Tally for Job Costing - Master Creation - Voucher entries. - Job Costing reports
Lesson 15.	Excise Dealer
Lesson 16.	<p>FBT – Fringe Benefit Tax</p> <p>Chapter Objectives Chapter Structure</p> <ul style="list-style-type: none"> - Introduction - Configuration Tally for FBT - Master Creation

	<ul style="list-style-type: none"> - Voucher entries. - Reports preparation
Lesson 17.	<p>Report</p> <p>Chapter Objectives</p> <p>Chapter Structure</p> <ul style="list-style-type: none"> - Balance Sheet - Profit and Loss Account - Ratio Analysis - Cash Flow Statements - Fund Flow Statements
Lesson 18.	<p>The Technological Advantage of Tally</p> <p>Chapter Objectives</p> <p>Chapter Structure</p> <ul style="list-style-type: none"> - Cheque Printing and Accounts and other reports - Consolidation of Accounts - Tally Vault - Back up & Restore. - Export and Import of Data - ODBC compliance - Online Help

Also course offered on Tally ERP 9