

Tally Certification Training Plan

Courseware – TallyACE Certification

Application Details – Tally.ERP 9

Session Plan – 60 Hours

Session Plan Breakup

Chapter (No's)	Name of the Chapter	Hours
1	Fundamentals of Accounting	7
2	Chart of Accounts	5
3	Maintaining Stock Keeping Units	5
4	Recording of Day-to-Day Transactions	7
5	Accounts Receivable and Payable Management	5
6	MIS Reports	5
7	Getting Started with GST	17
8	Recording Vouchers with TDS(Tax Deducted at Source	9
Total Hours		60

Tally Course Structure

1. Fundamentals of Accounting (7Hrs)

- 1.1 Introduction
- 1.2 Accounting Terms
- 1.3 Accounting Assumptions, Concepts and Principles
 - 1.3.1 Assumptions
 - 1.3.2 Concepts
 - 1.3.3 Principles
- 1.4 Double Entry System of Accounting
- 1.5 Types of Accounts
- 1.6 The Golden Rules of Accounting
- 1.7 Source Documents for Accounting
- 1.8 Recording of Business Transactions
 - 1.8.1 The Accounting Equation
 - 1.8.2 Recording of Transactions in Books of Original Entry/Journal
 - 1.8.2.1 Use of Debit and Credit
 - 1.8.2.2 Rules of Debit and Credit
 - 1.8.2.3 Recording of Business Transactions in Journal
- 1.9 Ledger
 - 1.9.1 Need for Ledger
 - 1.9.2 Differences between a Journal and a Ledger
 - 1.9.3 Classification of Ledger Accounts
 - 1.9.4 Posting from Journal
- 1.10 Trial Balance
 - 1.10.1 Methods of Preparation
- 1.11 Subsidiary Books & Control Accounts
 - 1.11.1 Cash Book
 - 1.11.1.1 Single Column Cash Book
 - 1.11.1.2 Double Column Cash Book
 - 1.11.1.3 Three Column Cash Book
 - 1.11.2 Petty Cash Book
 - 1.11.3 Purchase (Journal) Book
 - 1.11.4 Purchases Return (Journal) Book
 - 1.11.5 Sales (Journal) Book
 - 1.11.6 Sales Return (Journal) Book
 - 1.11.7 Journal Proper
 - 1.11.8 Control Accounts
- 1.12 Financial Statements
 - 1.12.1 Trading and Profit & Loss Account

- 1.12.1.1 Trading Account
- 1.12.1.2 Profit & Loss Account
- 1.12.2 Balance Sheet
 - 1.12.2.1 Types of Assets and Liabilities included in a Balance Sheet
- 2. Chart of Accounts (5 hrs)**
 - 2.1 Introduction
 - 2.1.1 Getting Started with Tally.ERP
 - 2.1.2 Mouse/Keyboard Conventions
 - 2.2 Company Creation
 - 2.2.1 Shut a Company
 - 2.2.2 Select a Company
 - 2.2.3 Alter Company Details
 - 2.3 Company Features and Configurations
 - 2.3.1 F11: Company Features
 - 2.3.2 F12: Configuration
 - 2.4 Chart of Accounts
- Ledger Group**
 - 2.5 Ledger Creation
 - 2.5.1 Single Ledger Creation.
 - 2.5.2 Multi Ledger Creation
 - 2.5.3 Altering and Displaying Ledgers
 - 2.6 Group Creation
 - 2.6.1 Single Group Creation
 - 2.6.2 Multiple Group Creation
 - 2.7 Displaying Groups and Ledgers
 - 2.7.1 Displaying Groups
 - 2.7.2 Display of Ledgers
- 3. Maintaining Stock Keeping Units (5 hrs)**
 - 3.1 Introduction
 - 3.2 Inventory Masters in Tally.ERP 9
 - 3.3 Creating Inventory Masters
 - 3.3.1 Creation of Stock Group
 - 3.3.2 Creation of Units of Measure
 - 3.3.3 Creation of Stock Item
 - 3.3.4 Creation of Godown
 - 3.3.5 Defining of Stock Opening Balance in Tally.ERP 9
 - 3.3.6 Stock Category
 - 3.4 Reports
- 4. Recording of Day-to-Day Transaction (7 hrs)**
 - 4.1 Introduction

4.2 Business Transactions

4.2.1 Source Document or Voucher

4.2.2 Recording Transactions in Tally.ERP 9

4.3 Accounting Vouchers

4.3.1 Receipt Voucher (F6)

4.3.2 Contra Voucher (F4)

4.3.3 Payment Voucher (F5)

4.3.4 Purchase Voucher (F9)

4.3.5 Sales Voucher (F8)

4.3.6 Debit Note Voucher

4.3.7 Credit Note (Ctrl+F8)

4.3.8 Journal Voucher (F7)

5. Accounts Receivable and Payable Management (5 hrs)

5.1 Introduction

5.1.1 Accounts Payables and Receivables

5.2 Maintaining Bill-wise Details

5.3 Activation of Maintain Bill-wise Details Feature

5.4 New Reference

5.5 Against Reference

5.6 Advance

5.7 On Account

5.8 Stock Category Report

5.9 Changing the Financial Year in Tally.ERP 9 (while continuing to work in the same Company)

6. MIS Reports (5 hrs)

6.1 Introduction

6.2 Advantages of Management Information Systems

6.3 MIS Reports in Tally.ERP 9

6.3.1 Trial Balance

6.3.2 Balance Sheet

6.3.3 Profit and Loss Account

6.3.4 Cash Flow Statement

6.3.5 Ratio Analysis

6.3.6 Books and Reports

6.3.6.1 Day Book

6.3.6.2 Receipts and Payments

6.3.6.3 Purchase Register

7. Getting Started with GST (17 hrs)

7.1 Introduction

7.2 Enabling GST and Defining Tax Details

7.3 Transferring Input Tax credit to GST

7.4 Intrastate Supply of Goods

7.4.1 Intrastate Inward Supply

7.4.2 Intrastate Outward Supply

7.5 Interstate Supply

7.5.1 Interstate Inward Supply

7.5.2 Interstate Outward Supply

7.6 Return of Goods

7.6.1 Purchase Returns

7.6.2 Sales Returns

7.7 Supplies Inclusive of Tax

7.8 Defining Tax Rates at Master and Transaction Levels

7.8.1 Defining GST Rates at Stock Group Level.

7.8.2 Defining GST Rates at Stock Item Level.

7.8.3 Defining GST Rate at Transaction Level

7.8.4 Hierarchy of Applying Tax Rate Details

7.9 GST Reports

7.9.1 Generating GSTR-1 Report in Tally.ERP 9

7.9.2 Generating GSTR-2 Report in Tally.ERP 9

7.10 Input Tax Credit Set Off

7.11 GST Tax Payment

7.11.1 Time line for payment of GST tax

7.11.2 Modes of Payment

7.11.3 Challan Reconciliation

7.12 Exporting GSTR-1 return and uploading in GST portal.

7.13 Accounting of Supply of Services

7.14 Accounting Exempted Services

8. Recording Vouchers with TDS(Tax Deducted at Source) (9 hrs)

8.1 Introduction

8.2 Basic Concepts of TDS

8.3 TDS in Tally.ERP 9

8.4 Activation of TDS Feature in Tally.ERP 9

8.5 TDS Statutory Masters

8.6 Configuring TDS at Group Level

8.7 Configuring TDS at Ledger Level



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8.8 Booking of Expenses in Purchase
Voucher
8.9 TDS Report