Ministry of Electronics and Information Technology
Government of India

NIELIT

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Government of India

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ICMS IT and Skill Development
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Syllabus

Financial Accounting Using Tally Prime 9.0
with GST TDS, TCS and Payroll
(45-90 Days)

Fastrack Institute of IT & CSE
A Unit of ICMS Established Under Section 25, Act of 1956, Central Govt of India

Hawal Srinagar-190011, J&K.

Course: Financial Accounting Using Tally Prime 9.0 with GST TDS, TCS and Payroll (45-90 Days)

About Tally Prime

The course syllabus is framed by Tally experts which will help you to understand how to perform Accounting, Inventory and Basic Taxation (GST, TDS) from the basic to advanced level. This tally prime syllabus makes you expert in Accounting and Finance domain from the scratch.

Learning Outcomes   :   Advanced/Accounting Executive

Duration   :   120 Hrs (45 days to 90 Days)

Topics Covered

1. Basic of Accounting

2. Fundamentals of Tally

3. Accounting Masters

4. Inventory Masters

5. Accounting Transaction Vouchers

6. Inventory Transaction Vouchers

7. Advance Accounting Features

8. Advance Inventory Features

9. Taxes

   o TDS(Tax Deducted at Source)

   o TCS (Tax Collect at Source)

   o GST (Goods and Service Tax)

10. Technological Advantages

11. Payroll Accounting

12. Generating Report.

Learn complete bookkeeping, Account finalization, Reconciliations, Printing Reports, Inventory and Stock Management, Taxation, Online Returns, E-Way Bill Process. Tally is very powerful business management software that can give you all the latest features for business management and accounting.

Detailed Syllabus

BASIC OF ACCOUNTING
- Introduction
- Types of Accounts
- Accounting Principles or concepts
- Mode of Accounting
- Rules of Accounting
- Double-entry system of bookkeeping

FUNDAMENTALS OF TALLY.
- Company Features
- Configuration
- Getting functions with Tally.ERP9
- Creation / setting up of Company in Tally.ERP9

ACCOUNTING MASTERS
- Chart of Groups
- Groups
- Ledgers

INVENTORY MASTERS
- Stock Groups
- Stock Categories
- Units of Measure
- Stock Items

ACCOUNTING TRANSACTION VOUCHERS
1. Account transaction Vouchers:
    a. Payment,
    b. Receipt,
    c. Contra,
    d. Sales.
    e. Purchase
    f. Debit Note,
    g. Credit Note.
    h. Journal.

INVENTORY TRANSACTION VOUCHER
1. Stock Journal
2. Physical Stock Voucher,
3. Manufacturing Journal,
4. Purchase Order,
5. Sales Order,
6. Goods Receipt Note,
7. Delivery Note,
8. Rejection Outwards,
9. Rejection Inwards,

ADVANCE ACCOUNTING

- Bill-wise details
- Cost centers and Cost Categories
- Budget and controls
- Bank Reconciliation

ADVANCE INVENTORY

- Order Processing
- Batch-wise details
- Bill of Materials
- Different Actual and Billed Quantities
- Price Lists
- Zero-Valued Entries
- Additional cost details
- POS

TAX

- **TDS(Tax Deducted At Source)**

    o Understanding TDS
    o Creating TDS Masters
    o Practical Examples
    o TDS Payment

- **TCS (Tax Collect At Source)**

    o Understanding TDS
    o Creating TDS Masters
    o Practical Examples
    o TDS Payment

- **GST (Goods and Service Tax)**

    o About Goods and Services Tax (GST)
    o Activating Tally in GST
    o Setting Up GST (Company Level, Ledger Level or Inventory Level)
    o GST Taxes & Invoices
    o Understanding SGST, CGST & IGST
    o Creating GST Masters in Tally
    o Updating GST Number for Suppliers
    o Practical on Intra-State Purchase Entry in GST (SGST + CGST)
    o Practical on Inter-State Purchase Entry in GST (IGST)
    o GST Purchase Entry for Unregistered Dealer in Tally
    o Reverse Charge Mechanism Entry for GST in Tally
    o Updating GST Number for Suppliers
    o Practical on Intra-State Sales Entry in GST (SGST + CGST)
    o Practical on Inter-State Sales Entry in GST (IGST)
    o Printing GST Sales Invoice from Tally ERP9 Software
    o Preparing of Excel Report Using Tally ERP 9.0

TECHNO LOGICAL ADVANTAGES

- Tally vault
- Security controls
- Tally Audit
- Backup and restore
- Split company data
- Import and export of data
- Create a Company Logo

PAYROLL ACCOUNTING

- Employee Creation
- Salary Define
- Employee Attendance Register
- Pay Heads Creation
- Salary Report

GENERATING REPORTS

- Financial Statements
- Trading Account
- Profit & Loss Account
- Balance Sheet
- Accounts Books and Reports
- Inventory Books and Reports
- Exception Reports

ASSIGNMENTS QUESTIONS

- What is Financial Accounting? Objectives of Financial Accounting. Classification of Accounts
- Explain the Features of Tally
- What is Security? Explain types of Security control.
- Difference between Manual Accounting and Electronics Accounting
- What is Ledger? Explain the various types of Ledger.
- What is Balance Sheet, Profit & Loss & Trail Balance?
- Write Short Note on VAT? Difference between Input and Output vat.
- What is Budget? Types of Budgets
- Write Short Note on Cost Center
- Explain the Various Types of Voucher in Tally? Minimum 12 Vouchers.
- Write Short Note GST? IGST, CGST and SGST.
- Adjustment Entries of GST

Join our Tally GST Course Today-

*'ICMS Limited '*provides Tally Training with GST and advance excel course at the course at Hawal Srinagar, Karanagar ,Chadoora and Ganderbal. You can learn to complete Tally GST Course Training from one of the

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best Skill Providing Company in Kashmir. When you join this course, as a result, you may probably become a successful accountant. Almost all practical aspects of accounting include in this course. So please visit our centre to get a detailed syllabus and meet our faculty.

Contact us

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