



Information Booklet

Course Name:
Accounting with Tally
Course Code: B8



Address: Sh No BSH 1,2,3
Almedia residency,
Xetia Waddo Duler
Mapusa Goa
E-mail Id: ITKP@3i-infotech.com
Tel: (0832) 2465556
(0832) 6454066

Accounting with Tally

1. Introduction:

Business support tools are crucial to every organization's well being. A business support tool like enables industries to manage their day-to-day accounting and monitor the financial health of the organization.

The growing popularity of Tally software in enterprises across the world has resulted in an increased demand for the persons having domain knowledge of package as a "Tally", accountancy blended with IT.

The curriculum designed has strong industry relevance and will be frequently updated and validated to ensure that students are ready to work, on completion of the course. These courses are designed to make students completely competent in 'accounting on computers' or Tally Technologies and opens up job opportunities in various enterprises, around the world, enabling professionals to capitalize on huge demand.

2. Eligibility:

A minimum educational qualification of 10th Pass or B1/B2 from ITKC

3. Duration:

120 Hours (twelve weeks). Two Hours each day, six days a week. The total duration of the course is 120 hours consisting of

- Theory 30 hours
- Practical 90 hours

4. Course Details:

Type of course	Professional course with Tally as a package
Syllabus	<p>1) Starting with Tally 9.0 :-Introduction to Tally 9.0, Installation, Installing Tally, What's New in Tally 9.0, Running Tally, Items on the Tally Screen, Create a Company, Basic Currency Information, Accounting Features, Inventory Features, Statutory and Taxation Features, Configuring Tally, Number Symbols, Accts/Inv Info Menu, Voucher Entry, Invoice/Orders Entry, Payroll Configuration, Printing, Connectivity, Licensing, Shop</p> <p>2) Creating Accounts Masters:- Creating Account Masters, Accounts Information, Creating an Accounts Group, Creating a Ledger, Display of Individual Ledger, Alteration of Group Account, Deletion of Ledger, Creating Multiple Ledger, Altering Multiple Ledger, Buttons in Alter Ledger screen</p> <p>3) Creating Inventory Masters:- Creating Inventory Masters, Stock Groups, Creating a Stock Group, Creating Multiple Stock Groups, Display or Alter a Stock Group, Delete a Stock Group, Stock Items, Creating a Stock Item, Creating Multiple Stock Items, Advanced Stock Item Creation, Units of measure</p> <p>4) Entering Accounts Vouchers:- Vouchers the Main Inputs, Voucher Types, Simple Voucher Entry, The Voucher Entry Screen, How to Enter Vouchers, Buttons in a Typical Entry Screen, Contra Voucher, Memo Voucher, Optional Voucher, Reversing Journals, Sales Vouchers, Purchase Vouchers, Credit Notes, Debit Note</p> <p>5) Entering Inventory Vouchers:- Entering Inventory Vouchers, Sales and Purchase Voucher Entry, Voucher Classes, Default Accounting Allocations, Types of Calculation, Explanation of Types of Calculation, Pure Inventory Vouchers, Default Voucher Number, Stock Journal, Common Information, Bill of Materials, Alter a Purchase Order, How to Create Sales Orders, Alter a Sales Order, Delete a Sales Order</p> <p>6) Value Added Tax (VAT):- What is VAT?, General Terminologies Used in VAT, Business Processes, Computation of VAT, VAT Classification, VAT Documents, VAT Records, Statutory Returns, Dealer Status, Vouchers and Transactions, Computation of VAT, Interstate Sales and Purchases, Inter-state Sales, Imports and Exports, Exports, Exempted Purchases and Sales, VAT Documents, Reports, VAT Control Ledger, Group Summary, Sales Register, Reorganizing VAT Group, VAT Computation, Statutory VAT Returns, Inventory Records</p> <p>7) Tax Deducted at Source (TDS):- Introduction to TDS, Features of TDS in Tally 9.0, TDS Accounts, TDS Transactions, Configuring Tally for TDS, Creation of Masters, Voucher Entry for TDS, Purchase Voucher, Advance Voucher, Advance Payment, TDS Reports, TDS Computation Report</p> <p>8) Service Tax in Tally:- Service Tax, Creation of Party Ledger, Service Income/Expenses Ledger A/c Creation, Service Tax Reports, Input Service Tax</p> <p>9) Payroll Accounting:- Introduction, Enabling Payroll in Tally, Four Easy Steps to Generate a Pay slip, Payroll Configuration, Payroll Info, Creating an Earning Pay</p>

Head, Creating a Deduction Pay Head, Creating Salary Payable Ledger, Creating Gratuity Pay Head, Employee Group, Creating an Employee Group, Employee, Creating an Employee, Salary Details, Creating Salary Details for an Employee Group, Creating Salary Details for an Employee, Units (Work), Vouchers Types in Tally Payroll, Payroll Reports, Advance Features

10) Multilingual Features of Tally 9.0:- Introduction, Features of Tally Multilingual, User Interface in Tally, Configuring F12: Configure for Multilingual

11) Display/Reports in Tally:- Output and printing Reports, Cash and Fund Flows, Aged Stock Analysis (Ageing Analysis)

12) Fringe Benefit Tax in Tally:- , Fringe Benefit Tax, Salient Features of FBT, Important Points Relating to Fringe Benefit Tax, Characteristics of FBT, Classification of Employer for FBT, Classification of Employer not Under FBT, Direct Fringe Benefit, Payment of FBT to the Government, Filing of FBT Return, Enable FBT in Tally, Creating Tax Ledger, Creating a Party ledger, Creating/Altering FBT Voucher Type, Creating FBT Vouchers, , FBT Computation, FBT Ledger Category

13) The Collaborative Tally:- Exporting Data from Tally, Export Master Data, Import of Data, Import of Masters, Import of Vouchers, Tally ODBC, Inward Connectivity, Creating the Client Rule for the Client Machine, Activating the Server Rule from the Server Machine, Synchronizing Back dated Vouchers, E-capabilities, Web Publishing

14) The Administrative Tally:- Security Levels-Types of Security, Users and Passwords, Tally Audit, Tally Vault, Backup, Restore, Split Financial Years, How to Split Financial Years?

15) Keyboard Shortcuts:- Shortcuts Keys in Tally

5. Fee:

Rs. 3,000 (exclusive of Service Tax)