

1. Vocational Course:

Basics of Tally & its Applications

Objective: The objective of the course is to train individuals in the Computerized Accounting using Tally and pursue the career in this sector.

UNIT- I : Basics of accounting

Types of Accounts, Golden Rules of Accounting, Accounting Principles, Concepts and conventions, Double Entry System of Book keeping, Mode of Accounting, Financial Statements, Transactions, Recording Transactions.

UNIT- II : Fundamentals of Tally.ERP 9

Getting Functional with Tally.ERP 9. Creation / Setting up of Company in Tally.ERP 9. F11: Features, F12: Configurations and Setting up Account Heads

UNIT- III: Inventory in Tally.ERP 9

Stock Groups, Stock Categories, Godowns / Locations, Units of Measure, Stock Items. Voucher Entry in Tally.ERP 9, Accounting Vouchers, Inventory Vouchers, Invoicing. Cash Flow Statement and Funds Flow Statement Analyzing and Managing Inventory.

Unit- IV: Payroll

Basic Concepts, Employee creation, Group creation, Attendance, Voucher Type creation, Payroll entries

Point of Sale (PoS): Features, Configuring Point of Sale in Tally. ERP 9, Entering POS Transactions and POS Reports

Unit- V: Basic concepts and Configuring Tally.ERP 9 for Taxation:

Service Tax, Tax Deducted at Source, Tax Collect at Source, Central Sales Tax and Goods & Services Tax (GST).