

# Detail Content of 40 Hours Accounting Tally Certificate Course

1st Batch - Weekdays Evening

Time - 7.30 PM to 9.30 PM (Monday to Friday)

S.No	Date	Topic	Duration	Detailed Coverage
<b>Module A - Financial Accounting</b>				
1	Thursday, 1 September, 2022	Introduction	2 Hours	Introduction Accounting Accounting Terms, Assumptions, Concepts and Principles The Three core Financial Statements Practical Problems
2	Friday, 2 September, 2022	Basics of Accounting	2 Hours	Rules of debit & credit for Assets, Liabilities, Capital, Revenue, Expenses Golden Rules of Accounting Source Documents for Accounting Practical Problems
<b>No Class on Saturday and Sunday</b>				
3	Monday, 5 September, 2022	Trial Balance	2 Hours	Preparation of Ledgers Balancing of Accounts Trial Balance Practical Problem
4	Tuesday, 6 September, 2022	Financial Statement of Sole Proprietorship	2 Hours	Trading and Profit & Loss Account Balance Sheet Practical Problem
5	Wednesday, 7 September, 2022	Financial Statement of Partnership	2 Hours	<b>Financial Statement of Partnership</b> Provision of partnership Act in absence of Partnership Deed Sec 40b of Income tax act Practical Problem
6	Thursday, 8 September, 2022	Financial Statement of Corporates	2 Hours	<b>Financial Statement of Corporates</b> Schedule VI of companies Act Practical Problem
7	Friday, 9 September, 2022	Rectification of entries	2 Hours	<b>Rectification of entries</b> Bank Reconciliation Vendor/Customer Reconciliation Practical Problem
<b>No Class on Saturday and Sunday</b>				
8	Monday, 12 September, 2022	Adjustment Entries	2 Hours	<b>Adjustment Entries</b> Depreciation (AS-10) (Diff. rate as per companies Act & I.T Act) Reserves & Provisions Baddebts Practical Problem
9	Tuesday, 13 September, 2022	Adjustment Entries	2 Hours	Valuation of Closing Stock (AS-2) Cash Flow Statement Borrowing Cost (AS-16) Practical Problems
10	Wednesday, 14 September, 2022	Adjustment Entries	2 Hours	Revenue Recognition (AS-9) Prior Period Items (AS -4 & 5) Practical Problems
<b>Total Duration</b>			20 Hours	
<b>Module B - Tally Prime</b>				
11	Monday, 3 October, 2022	Introduction to Tally	2 Hours	Introduction to Tally Prime Downloading & Installation of Tally Prime Company Creation Migration Tally. ERP9 Data to Tally Prime
12	Tuesday, 4 October, 2022	Creation of Ledgers	2 Hours	Chart of accounts Ledger Creation, Group Creation and Deletion of Ledgers and Group Creating Inventory Masters Creation of Stock Group, Stock Item, Unit of measurement Practical Problem
13	Thursday, 6 October, 2022	Type of Vouchers	2 Hours	Recording Accounting Vouchers with bill-wise details in Tally Prime. Purchase Voucher, Purchase Return Voucher And Payment to Vendor Sales Voucher, Sales Return Voucher And Payment Receipt Various MIS reports in Tally Prime Practical Problem
14	Friday, 7 October, 2022	Order Processing	2 Hours	Purchase Order Processing Sales Order Processing Cost Centres and Cost Categories Allocation of Expenses and Incomes Using Cost Centres Practical Problem
<b>No Class on Saturday and Sunday</b>				
15	Monday, 10 October, 2022	Enabling GST and Recording GST Transaction in Tally Prime	2 Hours	Creation of Inventory Masters Hierarchy of Applying Tax Rate Details Practical Problem

		<b>Tally Prime</b>		
16	Tuesday, 11 October, 2022	<b>Enabling GST and Recording GST Transaction in Tally Prime</b>	2 Hours	Creation of Accounting Masters enabling GST Recording GST complaint transactions Generating GST Returns in Tally Practical Problem
17	Wednesday, 12 October, 2022		2 Hours	GST Practical Problems
18	Friday, 14 October, 2022	<b>Enabling TDS</b>	2 Hours	Enabling TDS and Recording TDS Transactions Creation of TDS Masters and Recording /transactions Practical Problems
<b>No Class on Saturday and Sunday</b>				
19	Monday, 17 October, 2022	<b>Export Transactiona</b>	2 Hours	Multicurrency Transactions Practical Example
20	Tuesday, 18 October, 2022	<b>Misc. Topics</b>	2 Hours	Backup and Restore of Company Data Export and Import of Data Rounding off method Company's Logo on Invoice
		<b>Total Duration (Module B)</b>	<b>20 Hours</b>	
		<b>Total (A+B)</b>	<b>40 Hours</b>	