

ACCOUNTING & TALLY.ERP9 COURSE

COURSE DURATION : 30 Days

**TIME : 30 Sessions with 1 hour/session ;
Monday to Friday (8 PM – 9 PM)**

Schedule

Day 1 - October 30,2020

Fundamentals of Accounting

Day 2 & 3 – 2nd & 3rd November ,2020

Journalizing and Posting of Transactions

Day 4 – 4th November ,2020

Maintaining Chart of Accounts in Tally.ERP 9

Day 5 – 5th November ,2020

Fundamentals of Inventory Management

Day 6 – 6th November , 2020

Stock Keeping Unit

Day 7 & 8 – 9th and 10th November , 2020

Recording Day to Day Transactions

Day 9 & 10 – 11th and 12th November , 2020

Accounts Receivables and Payable Management

Day 11 – 13th November , 2020

Banking

Day 12 & 13 - 16th and 17th November , 2020

Allocation and Tracking of Expenses and Incomes

Day 14 – 18th November ,2020

MIS Reports

Day 15 & 16 – 19th and 20th November ,2020

Storage and Classification

Day 17 – 23rd November , 2020

Management of Purchase and Sales Cycle

Day 18 – 24th November, 2020

Price Levels and Price Lists

Day 19, 20 & 21 – 25th , 26th and 27th November , 2020

Manufacturing Process

Day 22, 23, 24 & 25 – 1st , 2nd, 3rd, 4th December 2020

Getting Started with GST

Day 26 & 27 – 7th and 8th December , 2020

Tax Deducted at Source

Day 28 – 9th December , 2020

Securing Financial Information

Day 29 – 10th December , 2020

Data Management and Financial Year End Process

Day 30 – 11th December ,2020

Exam of 50 question – 2 Hrs.

ACCOUNTING & TALLY.ERP9 COURSE

Content Coverage

Day 1

Fundamentals of Accounting

- Introduction
- Accounting Terms
- Accounting Assumptions, Concepts and Principles
 - Assumptions
 - Concepts
 - Principles
- Double Entry System of Accounting
- Types of Accounts
- Golden Rules of Accounting
- Source Documents for Accounting

Day 2

Journalizing and Posting of Transactions (A)

- Introduction
- Recording of Business Transactions
 - The Accounting Equation
 - Recording of Transactions in Books of Original Entry/Journal
 - Use of Debit and Credit
 - Rules of Debit and Credit
 - Recording of Business Transactions in Journal
- Ledger
 - Need for Ledger
 - Differences between a Journal and a Ledger
 - Classification of Ledger Accounts
 - Posting from Journal
- Trial Balance
 - Methods of Preparation

Day 3

Journalizing and Posting of Transactions (B)

- Subsidiary Books & Control Accounts
 - Cash Book

- Single Column Cash Book
- Double Column Cash Book
- Three Column Cash Book ◦
- Petty Cash Book
 - Purchase Book ◦
 - Purchase Return
- Book ◦ Sales Book
- Sales Return Book
- Journal Proper ◦
- Control Accounts
- Financial Statements ◦
- Trading and Profit & Loss
- Account
 - Trading Account
 - Profit & Loss Account
 - Balance Sheet
 - Types of Assets and Liabilities included in Balance Sheet

Day 4

Maintaining Chart of Accounts in Tally.ERP 9

- Introduction ◦ Getting Started with Tally.ERP 9

- Mouse and Keyboard Conventions

- Company Creation ◦ Shut a Company ◦ Select a Company ◦ Alter a Company

- Company Features and Configurations ◦ Company Features: F11 ◦ Configuration: F12

- Chart of Accounts ◦ Ledger ◦ Group

- Ledger Creation ◦ Single Ledger Creation ◦ Multi Ledger Creation ◦ Altering and Display of Ledgers

- Ledger Alteration
- Single Ledger Display
- Multi Ledger Display
- Deleting Ledgers

- Group Creation ◦ Single Group Creation ◦ Multiple Group Creation ◦ Altering and Display of Groups

- Group Alteration

- Single Group Display
- Multi Group Display
- Deleting Groups

Day 5

Fundamentals of Inventory Management

- Introduction
- Inventory Management
- Terms Used in Inventory Management
- Inventory Valuation ○ Different Types of Inventory Valuation
- Inventory Management in Tally.ERP 9

Day 6

Stock Keeping Unit

- Introduction
- Inventory Masters in Tally ERP 9
- Creating Inventory Masters ○ Creation of Stock Group ○ Creation of Unit of Measure ○ Creation of Stock Item ○ Creation of Godown ○ Defining of Stock Opening Balance in Tally ERP 9

Day 7

Recording Day to Day Transactions (A)

- Introduction
- Business Transactions ○ Source Document or Voucher ○ Recording Transactions in Tally.ERP 9
- Accounting Vouchers ○ Receipt Voucher ○ Contra Voucher ○ Payment Voucher ○ Purchase Voucher ○ Sales Voucher ○ Debit Note Voucher ○ Credit Note Voucher ○ Journal Voucher
- Creation of New Voucher Type

Day 8

Recording Day to Day Transactions (B)

- Automation of Invoices (Voucher Classes) ○ Non-Accounting Vouchers
 - Memorandum Voucher
 - Optional Vouchers
 - Reversing Journal ○ Recording Provisional Entries ○ Recording Inventory Vouchers

- Receipt Note Voucher
- Delivery Note Voucher
- Rejection In Voucher
- Rejection Out Voucher
- Stock Journal Voucher
- Physical Verification of Stocks

Day 9

Accounts Receivables and Payable Management (A)

- Introduction
- Accounts Payable and Receivable
- Maintaining Bill-wise Details
- Activation of Maintaining Bill-wise Details Feature
- New Reference
- Against Reference
- Advance Reference
- On Account

Day 10

Accounts Receivables and Payable Management (B)

- Credit Limit o Activate Credit Limit o Setting Credit Limits o Exceeding Credit Limits o Exception to Credit Limits
- Payment Performance of Debtors
- Changing the Financial Year in Tally.ERP 9

Day 11

Banking

- Introduction
- Banking Payments
- Setting up Banking Features
- Cheque Management o Cheque Printing
 - Single Cheque Printing
 - Multi Cheque Printing
- o Cheque Register
 - Cancelled Cheque
 - Blank Cheque
- Bank Reconciliation o Manual Bank Reconciliation o Auto Bank Reconciliation
- Deposit Slip

- Cash Deposit Slip
- Cheque Deposit
- Slip
 - Payment Advice
 - Managing of Post-dated Cheques
 - Notional Bank
 - Post-dated Report
 - Handling e-Payments in Tally.ERP 9
 - e-Payments Report
 - Exporting e-Payment Transactions from e-Payments Report
 - Sending Payment Instructions to Bank
 - Updating the Bank Details Instantly in Tally.ERP 9

Day 12

Allocation and Tracking of Expenses and Incomes

- Introduction
- Cost Centre and Cost Categories
 - Activation of Cost Category and Cost Centre
 - Allocation of Expenses and Incomes using Cost Centre
 - Allocation of Expenses and Incomes using Cost Centre with Cost category
 - Allocation of expenses to multiple cost centres and cost categories
- Automation of Cost Centre and Cost Categories while recording transactions
 - Cost Centre Classes
- Cost Centre Reports
 - Category Summary
 - Cost Centre Break-up
 - Ledger Break-up
 - Group Break-up

Day 13

MIS Reports (A)

- Introduction
- Advantages of Management Information Systems
- Types of MIS Reports in Tally. ERP 9
 - MIS Reports in Tally. ERP 9
 - Trial Balance
 - Balance Sheet
 - Profit and Loss Account
 - Cash Flow Statement
 - Funds Flow Statement
 - Ratio Analysis

Day 14

MIS Reports (B)

- Books and Accounting
 - Reports ○ Day Book
 - Receipts and
 - Payments ○ Purchase Register ○ Sales Register
- Bills Receivable and Bills Payable
- Inventory Reports ○
 - Stock Summary
 - Stock Transfer
 - Movement
- Analysis
 - Ageing Analysis

Day 15

Storage and Classification (A)

- Introduction
- Godown Management ○ Activating Godown ○ Creating a Godown ○ Allocation of Stock to Particular Godown while Defining Opening Balance ○ Recording of Purchase, Sales and Stock Transfers with Godown Details
 - Purchase of Inventory
 - Recording stock transfer entry using stock journal
 - Sale of Inventory ○ Maintaining Damaged Goods ○ Analysing Godown Summary and Stock Movement
- Reports
- Stock Category ○ Activation of Stock Categories ○ Creating Stock Categories
 - Recording of Transactions

Day 16

Storage and Classification (B)

- Movements of Goods in Batches/Lots – Batch wise details ○ Activating Batch-wise Details in Tally.ERP 9 ○ Using Batch-wise Details in Purchase Invoice ○ Using Batch-wise Details in Sales Invoice ○ Expired Batch/Stock Transfer ○
 - Batch Reports
 - Batch Vouchers Report
 - Batch Summary Report
 - Transfer Analysis report
- Stock Valuation Methods ○ Configuration of Stock Valuation Method ○ Different Types of Costing

- Methods o Recording of Purchase and Sales Transactions
- o Stock Valuation based on FIFO Perpetual Method

Day 17

Management of Purchase and Sales Cycle

- Introduction
- Purchase Order Processing o Activating Order Processing in Tally.ERP 9
- Sales Order Processing
- Viewing Order Details
- Display Columnar Orders & Stock Details • Sales order outstanding.
- Pre-closure of Order
- Reorder Level
- Display Reorder Status

Day 18

Price Levels and Price Lists

- Introduction o Activating Price Lists and Defining of Price Levels o Creation of Price List o Using Price List
- Revise Price List

Day 19

Manufacturing Process (A)

- Introduction
- Activating of Bill of Materials
- Auto Listing of Components Using Bill of Materials

Day 20

Manufacturing Process (B)

- Accounting of Manufacturing Process in Tally.ERP 9
- Transferring of Manufactured Goods from Storehouse to Showroom

Day 21

Manufacturing Process (B)

- Reports o Stock Journal

- Register ○ Transfer
- Analysis ○ Cost
- Estimation
- Stock Ageing Analysis

Day 22, 23, 24 & 25

Getting Started with GST

- Introduction to GST
- Getting Started with GST (Goods)
- Advance adjustments and Entries (Goods)
- Getting Started with GST (Services)
- Advance adjustments and Entries (Services)

Day 26

Tax Deducted at Source (A)

- Introduction
- Basic Concepts of TDS
- TDS Process
- TDS in Tally.ERP 9
- Activation of TDS Feature in Tally.ERP 9
- TDS Statutory Masters
- Configuring TDS at Group Level
- Configuring TDS at Ledger Level
- Booking of Expenses in Purchase Voucher
- Recording Transactions ○ Expenses Partly Subject to TDS ○ Booking Expenses and Deducting TDS Later ○ Accounting Multiple Expenses and Deducting TDS Later ○ Accounting for TDS on Advance Payments against Transport ○ TDS on Expenses at Lower Rate
- TDS on Expenses at Zero Rate

Day 26

Tax Deducted at Source (B)

- Recording Transactions ○ Deducting TDS on Payments ○ Reversal of Expenses with TDS ○ Deducting TDS on Expenses with Inventory ○ Accounting TDS on Fixed Assets ○ Payment of TDS

- TDS Reports
 - Challan
 - Reconciliation
 - TDS
 - Outstanding
 - E-Return

Day 28

Securing Financial Information

- Introduction
- Security Control
 - Activation of Security Control and Creation of Security Levels in Tally.ERP 9
 - Accessing the Company with Data Operator's User Account
- Password Policy
- Tally Vault Password
 - Activation of Tally Vault in Tally.ERP 9
- Configuration of Tally Vault Password while Creating the Company
- Configuration of Tally Vault Password for Existing Company
- Benefits of Tally Vault Password

Day 29

Data Management and Financial Year End Process

- Introduction
- Backup and Restore
 - Backup of Data
 - Restoring Data from a Backup File
- Export and Import of Data
 - Exporting and Importing of Data from One Company to Another in XML Format
 - Exporting of data in other available formats
- E-Mailing in Tally.ERP 9
- Printing Reports
- Managing of Data during Financial Year End Process
 - Important Pre-Split Activity
 - Splitting of Data

Day 30

Exam of 50 question – 2 Hrs.

