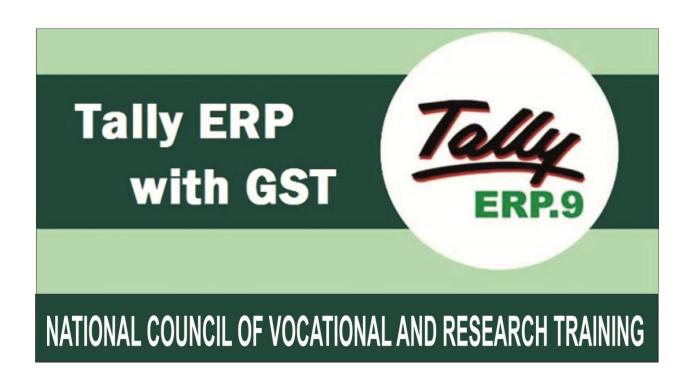National Council of Vocational and Research Training
NewDelhi-110058

COMPUTER AND INFORMATION TECHNOLOGY
Course Code: COM 1328
CERIFICATE IN TALLY WITH GST

**DETAILED SYLLABUS
FOR COMPUTER TRAINING CENTRE**

COURSE TITLE	CERIFICATE IN TALLY WITH GST
COURSE CODE	COM - 1328
MEDIUM	ENGLISH
QUALIFICATION	+2 and above
DURATION	THREE MONTHS
CLASS TIMES	10:00am – 04:00pm

MARK ALLOTMENT

THEORY	100 Marks
PRACTICAL	100 Marks
INTERNAL	100 Marks
TOTAL MARKS	300 Marks
PASSING MARKS	40/100

CERIFICATE IN TALLY WITH GST	
PAPER I	Tally ERP9 with GST

PAPER I   Tally ERP9 with GST

Tally GST

Meaning of Accounting –Definition of Accounting- Features of accounting-objectives of accounting-Book keeping and accounting- Advantages and limitations of accounting.

MODULE -1

Introduction to Accounting Definition – Types of Accounts – Classification of Accounts Rules of Accounting – Journal – Ledger – Journalizing - Ledger posting – Balancing – Trial balance Final Accounts, Final Accounts with Adjustments . Introduction to computerized accounting: computerized accounting Vs. Manual accounting-Tally 9-Features of Tally-Screen components-Creation of company – selecting a company – altering/ modifying company creation details – deleting a company – F11 Features- F 12 configuration

MODULE-2

Accounts and Vouchers –Account groups: – Pre defined groups creating single & multiple groups - creation of primary account groups – creating ledger accounts in single &multiple – displaying, altering and deleting account groups and ledgers – Accounting vouchers – entering transactions in accounting vouchers – bill wise details – altering and deleting a voucher entry – creating new voucher types – modifying an existing voucher – bank reconciliation statement –

balance sheet – profit and loss account – trial balance – day books – account books – statement of accounts – list of accounts

MODULE -3

Voucher Type:- Type of vouchers –Creating/Customizing new voucher type-Displaying voucher type-Alerting voucher type-Deletion of voucher type

MODULE -4

Accounts with inventory: – Enabling F11 and F12 – stock category – stock group –   single / multiple creation of stock category and stock group – creation of units of measurement – creating single / multiple stock items – creating godowns – displaying, altering and deleting stock groups, units, items and godowns – cost categories – cost centers – creating cost categories and cost centers – displaying, altering and deleting cost categories and cost centers – purchase / sales orders – inventory vouchers – using inventory vouchers – using accounting vouchers with inventory details (invoice mode) – inventory reports – stock summary – inventory books – statement of inventory.

MODULE-5

Introduction of GST- CGST, SGST, IGST, Activating GST, GST ledgers, party ledger creation with GST, Purchase (Inward Supply) & sales (Outward Supply) under GST

MODULE-6

Manufacturing, budget and currency: -   Manufacturing- Bill of Materials-Manufacturing Journal-Cost estimates-Budget-type of budget-Budget creation-Alteration and Deletion of budget- Currency creation-Adjustment of forex gain/loss- Creation of journal voucher class for forex gain/loss.

MODULE-7

Final Accounts Reports :- Profit and loss account-Balance sheet- Trial balance- daybook-Account book- Statement of accounts- Tax report.

MODULE -8

E-Return Filing-GST & Income Tax

PRACTICAL

Tally ERP-9