



ACCOUNTING PACKAGE (TALLY ERP-9.0)

1 (i) Introduction to Tally and Class Exercise

- (a) What is Business, Introduction to Business?
(b) The terms related to Business and Accounting like- Dual Concept, Money Measurement Concept, Proprietor, Capital, liabilities(Long term Liabilities, Current liabilities), Assets, Revenue, Expenses, Losses, Profit, items and Goods, Purchase, Sale, Debtor/ Sundry Debtor, Customer, Creditor, Stock, Drawings, Discount, Bad Debts, Entity, Transactions, Personal A/c, Real A/c, Nominal A/c, Rules of Debit and Credit, Payment, Receipt, Journal, Contra, Discount (Cash Discount, Trade Discount), Full Settlement, Personal Expenses of the Owner, Depreciation, Charity, Journal and Ledger.

2 (i) Company Creation, Giving Date and Period, Password Protection.

- (ii) Account Groups and Ledgers, Group Creation, Ledger Creation.
(iii) Opening Balance and Accounting Voucher.
(iv) Voucher Entry In Single Entry Mode and Double Entry Mode.
(v) Contra Voucher, Payment Voucher, Party Payment.
(vi) Journal Voucher, Party Ledger Balance.
(vii) Purchase and Sales of Assets, Purchase and Sale of Goods, Purchase of Raw Materials and Sale of Product Goods.
(viii) Inventory and inventory Vouchers, Creation of Stock Groups, Stock Categories, Creation of Unit of Measure and Creation of Go down, Creation of Stock Items, Stock Summary Report, and Report of Go down.
(ix) Purchase Order Entry, Sales Order Entry, Purchase order Report, Sales order Report.
(x) Debit Note, Credit Note.
(xi) Sales, Purchases with Taxes like CST, SST etc and Discount.
(xii) Accounting Voucher Printing, Stock Report, Stock Report Printing, and Sales Register Report Printing.
(xiii) VAT, VAT Rates 0%, 1%, 4%, 12.5%, 20% (Rates may vary)
(xiv) Back Up, Restore, Change Period.
(xv) Splitting Financial Year, Bank Re-consolation, Bank Statement, Use of Cheques etc.

(3) GOODS AND SERVICE TAX (GST)

(I) How to create GST Taxation Ledgers in Tally

- **Output CGST Ledger** - when you **sell** goods or services **inside** your state
- **Output SGST Ledger** - when you **sell** goods or services **inside** your state
- **Output IGST Ledger** - when you **sell** goods or services **outside** your state
- **Input CGST Ledger** - when you **buy** goods or services **inside** your state
- **Input SGST Ledger** - when you **buy** goods or services **inside** your state
- **Input IGST Ledger** - when you **buy** goods or services **outside** your state
- **Bill Printing.**

Qualification	: 10th or Above
Duration	: 3 Months
Course Fees	: `4,000/- (Lumpsum)
	: `5,000/- (Installment)