



MSME TECHNOLOGY DEVELOPMENT CENTRE, CHENNAI (CFTI)

SYLLABUS

INDUSTRIAL ACCOUNTING SYSTEM IN TALLY ERP 9 & GST PRACTITIONER

Duration: 60 Hours (20 Hrs – Theory and 40 Hrs Practical)

CHAPTER 1: Fundamentals of accounting –4hours

Introduction - Accounting Terms - Types of Accounts - Golden Rules of Accounting - The Accounting Equation - Recording of Business Transactions in Journal - Recording of Business Transactions in Journal - Financial Statements - Trading and Profit & Loss Account - Trading Account - Profit & Loss Account - Balance Sheet - Types of Assets and Liabilities included in Balance Sheet

CHAPTER 2: Maintaining Chart of Accounts in Tally.ERP 9 - 8 hours

Introduction about Computerised Accounting using Tally – Previous versions and Latest updates in Tally - **Company Creation** - Shut a Company - Select a Company - Alter a Company – Backup and Restore - Chart of Accounts - Ledger - Group - **Ledger Creation** - Single Ledger Creation - Altering and Display of Ledgers - Ledger Alteration - Group Creation - **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. - **Setup Payroll in Tally.ERP 9** - Activation - Processing Basic Payroll in Tally.ERP 9 - Employee Setup - Creation of Payroll Units –attendance/Production Types - Creation of Pay Heads - Defining Salary Details for an Employee

CHAPTER 3: Goods and service tax – 6hours

Introduction of Goods and Service Tax – Intrastate supply of Goods and Services – Interstate supply of Goods and Services – Defining tax rates at Masters – Purchases from Unregistered

Dealer –Purchases from Composite Dealer - Import and Export – Exempted Goods – SEZ sales - Mixed supply and Composite supply under GST - GST Reports – Input Tax Credit Set off – Online filing.

CHAPTER 4: Day to day transactions -24 hours

Accounting vouchers – Sales vouchers – Purchase vouchers – Payment vouchers – Receipt vouchers – Contra Vouchers – Journal Vouchers – Credit note vouchers – Debit Note vouchers -**Inventory vouchers** – Physical Stock Verification –Rejection In & Out – Delivery Note and Receipt Note – Stock Journal - Manufacturing Journal – Voucher Class – Purchase Order and Sales Order vouchers

CHAPTER 5: Banking – 2hours

What is Bank Reconciliation Statement - Why we prepare bank reconciliation statement - How to activate auto bank reconciliation in Tally.ERP 9 - Using auto bank reconciliation in Tally.ERP 9 - Shortcut key for bank reconciliation in Tally.ERP 9 - How to undo bank reconciliation in Tally.ERP 9

CHAPTER 6: Allocation and Tracking of Expenses and Incomes - 2 hours

What is a cost centre - Major categories of cost centre - Cost centre and Tally.ERP 9 - To enable cost centre and cost category in Tally.ERP 9 - How to use Cost centres in Tally.ERP 9 - How to generate cost centres report in Tally.ERP 9?

CHAPTER 7: Price Levels and Price Lists - 2 hours

What's meant by price level in world of business - About Price list feature in Tally.ERP 9 - How to set selling price in Tally.ERP 9? - How to modify price list in Tally.ERP 9 - How to import price list in Tally.ERP 9 from Excel file?-How to print price list in Tally.ERP 9

CHAPTER 8: Tax Deducted at Source (TDS) - 2 hours

Configuring TDS in Tally.ERP 9 - Enabling TDS in Tally.ERP 9 - TDS Statutory Masters - Recording Transactions - Booking Expenses and Deducting TDS - Booking Expenses and Deducting TDS Later - TDS Deduction at Lower Rate - TDS Deduction at Zero Rate - Deducting TDS on Payments - Payment of TDS - TDS Outstanding Report

CHAPTER 9: Payroll - 6 hours

Creating attendance or Production Voucher - Manual &Autofill- Creating Payroll Vouchers - Creating Payroll Payment Transactions - Salary payments – PF payments –

Processing ESI Payments - Statements of Payroll– Pay Slip – Pay Sheet – Payroll Statement – Payment Advice

CHAPTER 10: MIS reports – 4hours

Introduction - Balance Sheet in Tally.ERP 9 - Profit & Loss Account in Tally.ERP 9 - Cash Flow/Fund Flow Report in Tally.ERP 9 - Ratio Analysis Report in Tally.ERP 9 - Outstanding Report in Tally - Inventory Reports in Tally.ERP 9 - Stock Summary Report in Tally.ERP 9 - Stock Ageing Analysis Report in Tally.ERP 9 - Statutory Reports in Tally.ERP 9 - GST Reports in Tally.ERP 9 - E-Way Bill Reports in Tally.ERP 9 - TDS Reports - Computation - Challan Reconciliation - Return - eTDS Returns - Outstanding's - Exception Reports - Attendance Report – Payroll Statutory Summary



Head of the Department
Dr. P. BRUNDHA, M.Com., M.FIN., Ph.D., MBA, BBA
Associate Professor & Head
PG and Research Department of Commerce
NGM College, Pollachi - 642 001.

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