

Smt. Dankunwar Hindi Kanya Vidyalaya Samiti
Smt. Dankunwar Mahila Mahavidyalaya Jalna
Near Shri Ganpati Netralaya, Devalgaonraja Road, Jalna

Department of Commerce

In Collaboration with
Jalna Education Foundation

Advanced Tally Accounting Certificate Course
(100 Days / Hours Course)

(Only for 25 Girls student, Fees Rs. 1,000 only)
(Starting from 09/10/2023, Time – 1 to 2 pm daily)

Course Objectives & Outcomes:

1. To introduce the students to the Basic of Accounts and the usage of Tally for accounting purpose.
2. Tally Advanced Accounting Certificate Course includes subjects like Accounting, Inventory and Taxation which help candidates to understand all financial tasks.
3. This course gives complete depth of knowledge about all features of Tally. You can easily handle Accounting and Taxation of any types of business and also prepare MIS Reports.
4. Students who complete this course usually seek job as Tally operator, Tally service coordinator, Account executive, Financial analysts, Accounting, Billing, Taxation, Banking, Inventory management, Payroll, and so on.
5. Students will be awarded an '**Advanced Tally Accounting Certificate**' by college after successfully qualifying the examination.

Features of Course:

1. Students who want to pursue Tally Accounting Certificate Course (ERP9) must have completed 12th or Graduate from any faculty.
2. The Tally Accounting Certification course is about 100 days / hours.
3. Practical oriented course.
4. Placement support after award of certificate.
5. All the classes will be conducted in the computer lab by the external Tally experts.

Course Evaluation (100 Marks):

1. Attendance - 20% (minimum attendance 80 days / hours)
2. Written Test - 30% (minimum for passing 50%)
3. Practical Test - 50% (minimum for passing 50%)

Contents of Advanced Tally Accounting Certificate Course:

1. **Accounting Fundamentals:** (Basic Manual Accounting, Types of Accounts, Accounting Principles and Concepts, Mode of Accounting, Rules of Accounting, Double entry system, Recording transaction, etc.) **(20 Hours)**
2. **Fundamentals Features of Tally:** (Started with Tally, Company Formation, Select company, Modify company, Alter company, Shut Company) **(10 Hours)**
3. **Creating Accounting Masters in Tally:** (Creating Ledgers & Ledger Groups). **(10 Hours)**
4. **Cost Centers & Cost Categories:** (Bill wise details, Multiple currencies) **(05 Hours)**
5. **Accounting Entries in Tally:** (Types of Accounting Vouchers, Order Processing, Invoicing, Sale, Purchase, Contra entry, Manufacturing Voucher, Accounts Receivable & Payable Vouchers, Inventory vouchers, Debit / Credit Note, Closing entries, etc.) **(20 Hours)**
6. **Banking transactions:** (Cheque printing, Interest Calculation, Bank Reconciliation, etc.) **(05 Hours)**
7. **Inventory Management:** (Stock item, Stock group, Multiple stock group, Stock categories, Batch wise details, Price list, Stock transfer, Stock valuation) **(05 Hours)**
8. **Taxation:** (TDS, Service Tax, Professional Tax, GST (CGST, SGST, IGST), Online GST & other tax returns, etc.) **(05 Hours)**
9. **Payroll:** (Payroll in Tally, Employees groups, Categories, Pay heads, Attendance, EPF, etc.) **(05 Hours)**
10. **Financial Statements & Reports:** (Account books, Trial Balance, Trading, Profit & Loss Account, Balance Sheet, Cash/fund flow, Purchase / Sales register, Inventory reports, Payroll report, Statutory Reports, Budget, Uploading the reports, Outstanding reports, etc.) **(05 Hours)**
11. **Tally Advance:** (Generating & Printing Reports, Management of Business Data, Tally Audit, Backup and restore, Import & Export Data, Moving to the Next Financial Year, etc.) **(05 Hours)**
12. **Revision, Practical, & Exam Preparation (05 Hours)**

Contact

Course Director
Prof. Dr. V.R. Nagori
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Course Coordinator
Prof. Dr. Jitendra Ahirrao
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Tally Expert
Shri. Jagdish Agrawal
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