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| Course Code | : C011 | Registration Fee | : ₹ 200 |
| Course Name | : Certificate in Tally | Exam Fee | : ₹ 300 |
| Duration | : 2 Months | Fee | : ₹ 4000 |
| Number of Exam | : 1 | Total | : ₹ 4500 |
| EMI | : 1 ST : ₹2199+ ₹500 2 ND : ₹2199 | | |

| SNO | Topic | Content |
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| 1 | Basics of Accounting | Types of Accounts, Golden Rules of Accounting, Accounting Principles, Concepts and Conventions, Double Entry System of Book Keeping, Mode of Accounting, Financial Statements, Transactions, Recording Transactions |
| 2. | Fundamentals of Tally.ERP 9 | Getting Functional with Tally.ERP 9, Creation / Setting up of Company in Tally.ERP 9 |
| 3. | Accounting Masters in Tally.ERP 9 | F11:Features, F12 : Configurations, Setting up Account Heads |
| 4. | Inventory in Tally.ERP 9 | Stock Groups, Stock Categories, Godowns / Locations, Units of Measure, Stock Items, Creating Inventory Masters for National Traders |
| 5. | Voucher Entry in Tally.ERP 9 | Accounting Vouchers, Inventory Vouchers, Invoicing |
| 6. | Advanced Accounting in Tally.ERP 9 | Bill-wise Details, Cost Centres and Cost Categories, Voucher Class and Cost Centre Class, Multiple Currencies, Bank Reconciliation, Interest Calculations, Budgets & Controls, Scenario Management |
| 7. | Advanced Inventory in Tally.ERP 9 | Order Processing, Reorder Levels, Tracking Numbers, Batch-wise Details, Additional Cost Details, Bill of Materials (BoM), Price Levels and Price Lists, Stock Valuation, Zero Valued Entries, Inventory Ageing Analysis, Different Actual and Billed Quantities |
| 8. | Value Added Tax (VAT) | Configuring VAT in Tally.ERP 9, Creating Masters, Entering Transactions, Accounting for Return of Goods, Rate Difference in Purchase / Sales, Accounting for Interstate Transactions, Exempt Transactions under VAT, Purchases from Unregistered Dealers, Claiming ITC on Capital Goods, Interstate Branch Transfers, VAT Reports, VAT for Composite Dealers |
| 9. | Central Sales Tax (CST) | Basics of Central Sales Tax (CST), Enabling CST in Tally.ERP 9, Recording Interstate Transactions in Tally.ERP 9, Payment of CST, CST Reports |
| 10. | Point of Sale (PoS) | Features of Point of Sale (PoS) in Tally.ERP 9, Configuring Point of Sale in Tally.ERP 9, Entering POS Transactions, POS Reports |
| 11. | Job Costing | Configuring Job Costing In Tally.ERP 9, Creating Masters for Job Costing, Recording Transactions, Job Costing Reports |
| 12. | Multilingual Capabilities | Configuring Tally.ERP 9 for Multilingual Capabilities, Creating Masters, Entering Transactions in Multiple Languages, Transliteration, Generating Reports |
| 13. | Technological Advantages of Tally.ERP 9 | TallyVault, Security Control, Tally Audit, Backup and Restore, Split Company Data, Export and Import of Data, ODBC Connectivity, Web Enabled, Print Preview and Online Help, Printing of Reports and Cheques, |
| 14. | Tally.NET and Remote | Overview of Tally.NET, Configure Tally.NET Features, Connect Company on Tally.NET, Create Remote Users, Authorise Remote Users, Remote Access |

| Capabilities | | |
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| 15. | Application Management and Controls | Concept of Control Centre, Installing & Activating Tally.ERP 9, Logging to Control Centre, Managing Accounts using Control Centre |
| 16. | Service Tax | Basics of Service Tax, Configuring Tally.ERP 9 for Service Tax, Creating Masters, Entering Transactions, Accounting for Advance Receipts, Accounting for Opening Service Tax Credit, Payment of Service Tax, Service Tax Reports |
| 17. | Tax Deducted at Source | Basic concepts of TDS, Configuring TDS in Tally.ERP 9, Creation of Masters, Processing Transactions, TDS Reports |
| 18. | Tax Collected at Source | Basic Concepts of TCS, Configuring Tally.ERP 9 for TCS, Creating Masters, Entering Transactions, TCS Reports |
| 19. | Excise for Dealers | Basic Concepts, Salient Features of Dealer Excise, Enabling Dealer Excise in Tally.ERP 9, Creating Masters, Entering Transactions, Excise Reports, Sales & Purchase Extract |
| 20. | Excise for Manufacturers | Basic Concepts of Excise Duty, Configuring Excise in Tally.ERP 9, Creation of Masters, Processing Transactions, Excise Reports |
| 21. | Payroll Accounting and Compliance | Configuring Payroll in Tally.ERP 9, Creating Payroll Masters, Processing Payroll in Tally.ERP 9, Accounting for Employer PF Contributions, Accounting for Employer ESI Contributions, Payment of Professional Tax, Generating Payroll Reports |