



# SARIYA COLLEGE, SURIYA



## SIX MONTHLY CERTIFICATE COURSE IN “Tally Prime & GST”

(Affiliated to V.B.U., Hazaribag and Master Partner with Tally Education)

### **SARIYA COLLEGE, SURIYA**

A Permanent affiliated unit of Vinoba Bhave University, Hazaribag  
Registered under 2(f) & 12(b) UGC Act.

Accredited by NAAC

Rly Station –Hazaribag Road

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Module	Total Credit Hours
Accounting & Inventory Masters	28Hrs.
Accounting & Inventory Transaction	36Hrs.
MIS Reports	12Hrs.
Payroll Accounting	12Hrs.
Tally Administration	04 Hrs.
Taxation using Tally Prime	20 Hrs.
Appendices	04 Hrs.
<b>Total</b>	<b>116 Credits</b>

## DETAILED SYLLABUS

### Module 1: ACCOUNTING & INVENTORY MASTERS

#### 1.01 Fundamentals of Accounting (4 Credits)

- + Introduction
- + Types of Accounts
- + Accounting Principles or concepts
- + Mode of Accounting
- + Rules of Accounting
- + Double entry system of book keeping

#### 1.02 Fundamentals of Tally Prime (4 Credits)

- + Introduction of Tally Prime
- + History of Tally
- + Versions of Tally
- + Features of Tally
- + Technology Advantages
- + Installation of Tally Prime
- + Opening Tally
- + Components of Gateway of Tally
- + Basic Keyboard Operations

#### 1.03 Company Operation in Tally Prime (4 Credits)

- + Company Creation
- + Opening Company
- + Shut Company
- + Modification of Company Profile
- + Deletion of Company Data
- + Selection of Company
- + Re-selection of Companies
- + Opening Multi Company

#### **1.04 Introduction to Gateway of Tally (4 Credits)**

- ✦ Components of Gateway of Tally
- ✦ Period & Date Setting
- ✦ Rules of Period & Date
- ✦ Company Features
- ✦ Company Configurations

#### **1.05 Maintaining Chart of Accounts in Tally Prime (4 Credits)**

- ✦ Account Masters
- ✦ Reserved Account Groups & Ledgers
- ✦ Account Master/Ledger Creation
- ✦ Account Group Creation
- ✦ Creation of new Parent Group During Ledger/Group entry
- ✦ Display of Account Master
- ✦ Alteration/Deletion of Account Master
- ✦ Restriction on Deletion of Master
- ✦ Advanced Accounts Masters creation
- ✦ Chart of Accounts

#### **1.06 Maintaining Stock Keeping Units (SKU) (8Credits)**

- ✦ Maintaining Inventory Details
- ✦ Inventory master
- ✦ Inventory System
- ✦ Unit of Measure (UoM)
- ✦ Stock item
- ✦ Storage & Classification
  - ▲ Stock Group
  - ▲ Stock Category
  - ▲ Multiple Go-downs
- ✦ Display of Inventory Masters
- ✦ Alteration/Deletion of Inventory Masters

### **Module 2: ACCOUNTING & INVENTORY TRANSACTIONS**

#### **2.01 Recording Day-to-Day Transactions in Tally Prime (20 Credits)**

- ✦ Introduction to Vouchers in Tally Prime
- ✦ Components of Voucher Entry Screen
- ✦ Accounting Voucher
  - ▲ Basic Vouchers: Receipt, Payment, Contra, Sales, Purchase, Journal, Credit Note, & Debit Note
  - ▲ Voucher Alteration & Deletion
  - ▲ Non-Accounting Vouchers
  - ▲ Voucher Type
  - ▲ Double & Single Mode Voucher Entry
- ✦ Inventory Vouchers
  - ▲ Basic Voucher: Stock Transfer, Manufacturing, Physical Stock Voucher
  - ▲ Accounts Voucher with Inventory Transactions
  - ▲ Invoice & Voucher Entry Mode
  - ▲ Inventory Linked Accounts Ledger
- ✦ Invoicing

- ▲ Invoicing
- ▲ Invoicing Mode Set Up
- ▲ Invoice Entry
- ▲ Discount
- ▲ Invoice Additional Charge
- ▲ Point of Sales
  - Voucher type creation
  - PoS Invoicing & Printing
  - PoS Register
- ▲ Voucher Automation
- ▲ Invoice Printing & Configuration
- ✦ Multiple Invoice Printing

## **2.02 Management of Purchase & Sales Cycle (4 Credits)**

- ✦ Order Processing
- ✦ Tracking Delivery & Receipt of Goods

## **2.03 Accounts Receivable and Payable Management (4 Credits)**

- ✦ Bill Details Entry
- ✦ Outstanding Reports

## **2.04 Banking (8 Credits)**

- ✦ Bank Ledger Account Set up
- ✦ Cheque Details Entry in Voucher
- ✦ Cheque Printing
- ✦ Deposit Slip
- ✦ Payment Advice
- ✦ Bank Reconciliation

## **Module 3: MIS REPORTS**

### **3.01 MIS Reports (12 Credits)**

- ✦ Basic Report Features
- ✦ Trail Balance
- ✦ Financial Statements
  - ▲ Trading Account
  - ▲ P/L Statement
  - ▲ Balance Sheet
- ✦ Inventory Books
  - ▲ Stock Summary
  - ▲ Stock Reports
- ✦ Account Books
  - ▲ Cash Bank Book
  - ▲ Ledger Book
  - ▲ Journal Book
  - ▲ Sales Register
  - ▲ Purchase Register

## **Module 4: PAYROLL ACCOUNTING**

### **4.01 Payroll (12 Credits)**

- ✦ Payroll Master
- ✦ Maintaining Employee Information
- ✦ PAYROLL Voucher
- ✦ Pay Reports

## **Module 5: TALLY ADMINISTRATION**

### **5.01 Tally Administration (4 Credits)**

- ✦ Data Backup
- ✦ Data Restoration
- ✦ Data Export
- ✦ Data Import
- ✦ E-mailing in Tally Prime

## **MODULE 6: TAXATION IN TALLY PRIME**

### **6.01 Goods and Services Tax (GST) (16 Credits)**

- ✦ Introduction to GST & its Terminology
- ✦ Tax Rate Structure & Setup in Tally Prime
- ✦ Invoicing in GST (Goods & Services)
- ✦ Input Credit Mechanism, GST Adjustment
- ✦ Return Filing using Tally Prime
- ✦ E-Way Bill in GST

### **6.02 Recording Vouchers with TDS (Tax Deducted at Source) (4 Credits)**

## **MODULE 7: APPENDICES**

### **7.01 Shortcut keys (2 Credits)**

- ✦ Function Keys
- ✦ Special keys

### **7.02 Installation (2 Credits)**

- ✦ Tally Prime Installation
- ✦ Set UP File Downloading
- ✦ Tally Prime Set Up execution
- ✦ Working in Educational Mode
- ✦ Working in License Mode

EXAMINATION Medium of Examination will be English. Exam type will be of internal assessment conducted by the Sariya College, Suriya Upon passing the examination, a certificate will be awarded by Sariya College, Suriya and Tally Education jointly

