



Ref. No: PITN/178

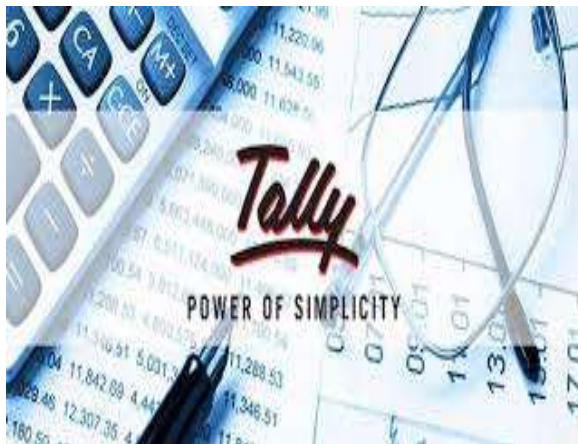
Dated: 16/07/2021

CERTIFICATE COURSE on
“TALLY ERP-9” BASICS
26th July to 31st August 2021

Tally has emerged as one of the most popular software tool catering to various accounting needs from financial accounting to e-way bill, salary to PF management, from inventory to bill of material TDS to GST and a lot more.

ERP 9 permits users to interact more in accounts related discussions and is a complete product that retains its original simplicity yet offers comprehensive business functionalities such as Accounting, Finance, Inventory, Sales, Purchase, Point of Sales, Manufacturing, Costing, Job etc.

The course will open various job opportunities for the participants and train them as a certified Tally operator.



Link to apply

https://docs.google.com/forms/d/e/1FAIpQLScO5RiR4N8ySZt9QKAIeNGPd68SA-4sA9EAUDTW3cWdUX5PvQ/viewform?usp=sf_link

COURSE OUTCOME

- ❖ The student will be able to gain an in-depth knowledge in Accounting Tally Software and its allied subjects.
- ❖ To enable the learners to acquire necessary competencies by imparting knowledge of various concepts, methods and approaches to analyze complex business
- ❖ To improve their competitive position through practical methods and up-date the changes in the subject areas.

ELIGIBILITY

Candidates who passed 10+2 from any recognised board, Preferably 10+2 Commerce

REQUIREMENTS

- 1) Laptop
- 2) Internet connectivity

COURSE FEE

Rs. 3000/-

MODE OF DELIVERY

ONLINE (using Google meet platform)

SCHEDULE

6 DAYS A WEEK

COURSE DURATION

90 Hours

Director, PIT Nandgarh



(CERTIFICATE COURSE on “TALLY ERP-9” BASICS)

COURSE CONTENT

Fundamentals of Accounting: Introduction, Accounting Terms, Accounting Assumptions, Concepts and Principles, Assumptions, Concepts, Principles, Double Entry System of Accounting Types of Accounts, The Golden Rules of Accounting, Source Documents for Accounting, Recording of Business Transactions, The Accounting Equation, Recording of Transactions in Books of Original Entry/Journal, Use of Debit and Credit, Rules of Debit and Credit Recording of Business Transactions in Journal, Ledger, Need for Ledger, Differences between a Journal and a Ledger, Classification of Ledger Accounts, Posting from Journal.

Company Info Menu: How to Select company, How to Shut company, How to Create company How to Alter, company, How to apply Security control, How to Change tally vault, How to Split company data, How to take Back up, How to Restore Back up, How to use Tally audit features

Country specific configuration: How to fill up Country details, How to change Style of dates How to Configuration of numbers, How to use other options, Loading A Company, How to Select company, How to change Company name How to set Financial year.

F-11 Features: How to use Accounting features, How to use Inventory features.

Accounts Information: How to activate Functions in accounts information Menu, How to prepare Groups Tally ERP 9, How to prepare Ledgers, How to enter Voucher entries.

Inventory Information: How to set Inventory configurations & features Inventory information Menu, How to set up Stock groups, How to set up Stock categories, How to create Stock items How to create Units of measurement, How to create Bills of materials, Locations / Godown Inventory voucher types.

GST: GST Account Creation, SGST / CGST/ IGST, Voucher entry of GST with different rates, HSN Code classifications, Various classification of Goods and Services, Payment of GST, Filing of Challan GST, GST Returns like :- GSTR1, GSTR2, GSTR3, GSTR4.

Tax Deducted at source: What is TDS Process, How to prepare and Issue of TDS, Certificate How to do Filing of E-TDS Return Enabling TDS, What is Nature of TDS related payments, Deductee types, How to Create TDS Masters (Expense ledger, Party Ledger, Tax ledger).

KEY NOTES:

1. Certificate would be issued only after successful completion of course.
2. The candidate has to submit minimum two assignments from each unit
3. Atleast one subjective/ objective test would be conducted from each unit. Minimum qualifying score in each test is 40%.



PUNJAB INSTITUTE OF TECHNOLOGY, NANDGARH

(A Constituent College of Maharaja Ranjit Singh Punjab Technical University Bathinda)

LECTURE PLAN FOR CERTIFICATE COURSE ON “TALLY ERP-9” AT PIT, NANDGARH

DAYS	Description	Hours
DAY 1	Introduction Accounting Terms	2
	Home assignment	1
DAY 2	Accounting Assumptions, Concepts and Principles Assumptions	2
	Home assignment	1
DAY 3	Double Entry System of Accounting ‘Types of Accounts	2
	Home assignment	1
DAY 4	The Golden Rules of Accounting	2
	Home assignment	1
DAY 5	The Accounting Equation	2
	Home assignment	1
DAY 6	Recording of Transactions in Books of Original Entry/Journal , Use of Debit and Credit, Rules of Debit and Credit	2
	Home assignment	1
DAY 7	Contd... Recording of Transactions in Books of Original Entry/Journal , Use of Debit and Credit, Rules of Debit and Credit and practice	3
	Home assignment	1
DAY 8	Revision of concepts and doubt session	2
DAY 9	Introduction Getting Started with Tally. ERP 9 Mouse/Keyboard Conventions	2
	Home assignment	1
DAY 10	Company Creation Shut a Company, Select a Company, Shortcut Keys and practice	3
	Home assignment	1
DAY 11	Alter Company Details Company Features and Configurations and practice	3
	Home assignment	1
DAY 12	Revision of concepts and doubt session	2
DAY 13	F 11 Company Features	2
DAY 14	F12: Configuration	2
	Home assignment	1



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DAYS	Description	Hours
DAY 15	Contd... F12: Configuration and practice	3
DAY 16	Chart of Accounts	2
	Home assignment	1
DAY 17	Ledger (Theory)	2
	Home assignment	1
DAY 18	Group Ledger Creation and practice	3
	Home assignment	1
DAY 19	Single Ledger Creation Multi Ledger Creation	2
	Home assignment	1
DAY 20	Altering and Displaying Ledgers and practice	3
	Home assignment	1
DAY 21	Revision of concepts and doubt session	2
DAY 22	Group Creation Single Group Creation	2
	Home assignment	1
DAY 23	Multiple Group Creation Displaying Groups and Ledgers and practice	3
	Home assignment	1
DAY 24	Deletion of Groups and Ledgers	2
	Home assignment	1
DAY 25	Revision of concepts and doubt session	2
DAY 26	Goods and Services Tax (GST)- Introduction	2
	Home assignment	1
DAY 27	Goods and Services tax (GST)	2
	Home assignment	1
DAY 28	Contd.... Goods and Services tax (GST)and practice	3
DAY 29	Contd.... Goods and Services tax (GST)	2
	Home assignment	2
DAY 30	Revision of concepts and doubt session	2
	Total Hours	90