



(A Venture of Chandigarh ETC Services Pvt. Ltd.)

An ISO 9001:2015 Certified Organisation with Completely Online Management System

Website : www.citcchandigarh.com

Course: Certificate in Tally

Batch Name: Tally

Eligibility: 10th

Course Start: 1st of Every Month

Course Duration: 30 Hours

Courses / Modules Paper

Module 1:

Paper 1

Tally ERP9, Accounting Concepts(Payroll)

1: Accounting Info: Functioning of Software

- 1.1 Introduction
- 1.2 Book Keeping
- 1.3 Objectives of Book keeping
- 1.4 What is accounting?
- 1.5 Accounting Process
- 1.6 Advantages of Accounting
- 1.7 Limitations of Accounting

2: Basic Accounting Terms

- 2.1 Accounting Terms

3: Accounting Principles & Assumptions

- 3.1 Introduction
- 3.2 Generally Accepted Accounting Principles
- 3.3 Basis of Accounting
- 3.4 Accounting standards
- 3.5 Benefits of accounting standards

4: Accounting Equations

- 4.1 What is Accounting Equations?
- 4.2 Breaking down Accounting
- 4.3 Illustrations

5: Accounting Vouchers

- 5.1 Introduction
- 5.2 Vouchers
- 5.3 Cash Memo
- 5.4 Cash Receipt
- 5.5 Payment Receipt
- 5.6 Purchase Voucher
- 5.7 Sales Vouchers
- 5.8 Debit Note
- 5.9 Credit Note
- 5.10 Difference between Debit & Credit note

6: Accounting Rules

- 6.1 Introduction
- 6.2 Account
- 6.3 Meaning of Debit & Credit
- 6.4 Types of Credit
- 6.5 Golden Rule of Accounting

7: Journal

- 7.1 Definition
- 7.2 Practical Questions

8: Ledger

- 8.1 What is Ledger?

9: Cash Book

- 9.1 Introduction
- 9.2 Features
- 9.3 Kind of Cash Book
- 9.4 Practical Questions

10: Trial Balance

- 10.1 Trial Balance

11: Final Accounts

- 11.1 Introduction
- 11.2 Trading Account
- 11.3 Profit & Loss Account

12: Introduction to Tally ERP9

- 12.1 How to install Tally ERP9
- 12.2 Activate License
- 12.3 Work on Education Mode

13: Company Formation

- 13.1 Creating a Company
- 13.2 Tally vault Password
- 13.3 Select Company
- 13.4 Alter & Modify Company
- 13.5 Shut a Company
- 13.6 Gateway of Tally

14: Ledger Creation

- 14.1 Introduction
- 14.2 Main Functions
- 14.3 Groups by Defaults
- 14.4 Creating Groups
- 14.5 Creating Ledgers

15: Voucher Entries

- 15.1 Introduction
- 15.2 Accounting Vouchers
- 15.3 Contra Vouchers
- 15.4 Payment Vouchers
- 15.5 Receipt Vouchers
- 15.6 Journal
- 15.7 Purchase
- 15.8 Sales
- 15.9 Debit note and Credit note

16: Course Centres and Budgets

- 16.1 Introduction to Cost Centres
- 16.2 Budgets

17: Inventory Info

- 17.1 Introduction
- 17.2 Inventory Information
 - To Create Stock Group
 - Create Stock Items
 - Displaying and Altering Stock items

18: Purchase Order

- 18.1 Purchase Order

19: Sales Order

- 19.1 Sales Order

20: Goods & Services Tax

- 20.1 Introduction
- 20.2 Tax Laws before GST
- 20.3 Taxable Person under GST

21: Types of GST

- 21.1 Types of GST
- 21.2 Intrastate Supply
 - What is GST?
 - What is SGST
- 21.3 Interstate Supply
 - What is IGST?

22: Rates under GST

- 22.1 Exempted under GST
- 22.2 5% Tax Slab
- 22.3 12% Tax Slab
- 22.4 18% Tax Slab
- 22.5 28% Tax Slab

23: GST in Tally ERP9

- 23.1 Introduction
- 23.2 Format of GSTIN
- 23.3 Purchase Transaction
- 23.4 Debit Note
- 23.5 Sales Transaction
- 23.6 Credit Note