

SHIVAJI UNIVERSITY, KOLHAPUR
CENTRE FOR SKILL AND ENTERPRUNERSHIP DEVELOPMENT,
DEPARTMENT OF LIFELONG LEARNING AND EXTENSION AND
LOKVIKAS KENDRA

Objectives:

- To understand basics of computer.
- To develop skills for tally

Job Opportunities:

- Tally Operator.

Course Duration: Three Months Per Week 2 days 2 Lectures. 50 Lesson Theory, 50 Lesson Practical Total 100 Lesson.

Expected Number of Students: Minimum 10 Maximum-20

Eligibility for Participants: 10th Pass or Equivalent

Course Fees: Rs.1500/- + Rs. 200 Evaluation Fee

Infrastructure Requirement:

1. Well- equipped classroom with all facilities required for teaching and learning.
2. Computer laboratory with at least 10 Pcs (Pentium –III)
3. Required Software : Tally ERP 9 Course

Staff Qualification:

Instructor, B.C.S. or DCP with minimum 2 years experience in teaching field / trade.

Syllabus:

Accounting is the most important feature of tally. The very first thing that comes to any one mind after listening about tally is accounting. Book keeping is the recording of financial transactions the process of accounting business:-

1. Basic Accounting
2. Accounting process (Types of Accounting)
3. Recording of transaction (Basic Entries)
4. Preparation of ledger and trial Balance
5. Preparation of Bank Reconciliation statement
6. Preparation of Final Account
7. Preparation of Balance- Sheet

Basic level :

1. Company creation
2. Masters – create ledger
3. Create closing stock
4. Masters – Bill wise Debtors and creditors ledger
5. Create Profit & loss Account
6. Create Balance sheet
7. Payment Voucher
8. Sales Account
9. Purchase Account
10. Contra Account Voucher
11. Journal Account Voucher
12. Receipt Account Voucher
13. Stock Transfer Account
14. Day Book in Tally

15. Cheque printing in Tally
16. Masters – Inventory
17. Goods and Service Tax (G.S.T.)
18. Purchase voucher with G.S.T.
19. Sales voucher with G.S.T.
20. Purchase Order Processing
21. Sales Order Processing
22. Party ledger
23. Stock Analysis and Reports
24. Cash and Bank Reports
25. Purchase and Sales Report

- Problem No. 1
- Problem No. 2
- Problem No. 3
- Problem No. 4
- Problem No. 5
- Problem No. 6
- Problem No. 7
- Problem No. 8
- Problem No. 9
- Problem No. 10
- Problem No.11
- Problem No. 12
- Problem No. 13
- Problem No. 14
- Problem No. 15 with solution

Goods Service Tax (GST) Advance Level

1. Create company and active G.S.T. in company level :

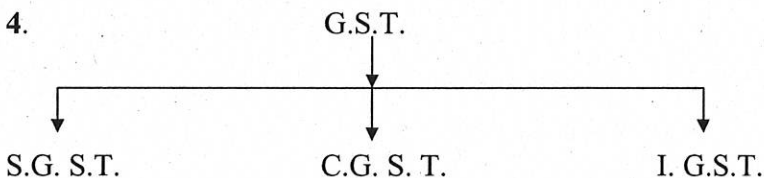
- G.S.T. Purchase
- G.S.T. Sales

2. Create masters and set G.S.T. Rates : (state wise)

- G.S.T. Calculate
- G.S.T. Debit note
- G.S.T. Credit note

3. Recording G.S.T. local purchase :

- G.S.T. R.C.M.
- G.S.T. Adjustment
- G.S.T. Payment



5. Categories of G.S.T. in India :

- 1) 0%
- 2) 5%
- 3) 12% & 18%
- 4) 28%
