DIPLOMA IN TALLY

Nature of the Course: Theory + Practical
Total Hours per Day: 2 Hours
Course Duration: 2.5 Months + 1.5 (Internship)

Course Summary

Tally accounting software has been highly used for monetary control, invoicing, reporting, and sales management. Globally, many firms have adopted Tally accounting software as a part of their financial management system. The Tally Course at DTC will familiarize you with all the concepts, rules and features of accounting making you efficient at bookkeeping using Tally ERP 9.

Completion Criteria

After fulfilling all of the following criteria, the student will be deemed to have finished the Module:

- Has attended 90% of all classes held.
- Has received an average grade of 80% on all assignments
- Has received an average of 60% in assessments.
- The tutor believes the student has grasped all of the concepts and is ready to go on the next module.

Required Textbooks

- Ashok K. Nadhani, "Implementing Tally. ERP 9", BPB Publications.

Prerequisites

- Fundamental understanding of basic accounting concepts.
- If you are only interested in theory and have no interest/patience in spending at least 10 hours every week throughout the duration of the course, then this course might not be for you.
- If you have absolutely no idea about accounting or do not see yourself doing accounting tasks in the next six -odd months, then this class may not be for you.

Course Details

Introduction Of Tally Software

- Accounting Features
- Configuration of Tally
- Advantages of Tally Software
- Company Creation
- Groups and Ledgers
- Recording Office Expenses

Advanced Accounting Voucher

- Purchase Voucher
- Sales Voucher
- Contra Voucher
- Payment Voucher
- Receipt Voucher
- Debit Note Voucher
- Credit Note Voucher
- Journal Voucher
- Reverse Voucher
- Reverse Journal Voucher
- Memorandum Voucher (MEMO)

Advanced Inventory Voucher

- Introduction of Inventory
- Stock Items
- Stock Groups
- Units of Measure (UOM)
- Godown/Location
- Purchase Order Voucher
- Sales Order Voucher
- Rejection Out Voucher
- Rejection In Voucher
- Stock Journal Voucher
- Delivery Note Voucher
- Receipt Note Voucher

Bank Reconciliation

- Interest Calculation
- Electronic Payments
- Sources of Financing
- Collaterals (Types of Loan)
- Data Required for Financing
- Use Contra Voucher
- Use Payment Voucher
- Use Receipt Voucher
- Verify Bank Book
- Verify Passbook

Multi Currency

- Foreign Exchange
- Use Foreign Currency

Cost Center And Cost Category

- Use Cost Center
- Cost Category
- Cost Center Breakup
- Predefined Cost Center

Good & Service Tax (Gst)

- GST Concept and Applicability
- Tax Components of GST Creating GST Classifications(SGST/CGST/IGST)
- Recording GST Transactions of Trading Firms
- Recording GST Transactions of Service Providers
- Generating GST Reports
- Exporting Data For Returns Summary
- GST Reports – GSTR1, GSTR2, GSTR3 & GSTR 3B
- GST Challans, Payments and Due Dates
- Exporting Data for Returns form GSTR1, GSTR3, GSTR3B

Tax Deducted At Sources

- Exemption, Lower Rate
- Payment and Enable TDS
- TDS Features in Tally
- Enabling TDS
- Creating Ledgers ready for TDS entries
- TDS Reports

Payroll System

- Payroll and Statutory Details
- Pension Scheme and Insurance
- Payroll Units
- PF and ESI (Provident Fund and Employee State Insurance)
- Income tax
- Monthly Leaves
- Gratuity
- Pay Heads
- Payroll Ledgers
- Payroll Voucher
- Attendance Voucher
- Payslip

Nepal Government-Income Tax, Vat System And Tds Compliance Tds (Tax Deduction At Source) Income Tax & Vat

- Basic Concept- Definition of Income, Types of Income, Income year, Person, Residential status, Tax, Assessable Income, Taxable Income
- Exemption & Concession- Tax exempt income, corporate tax rate · Income from Employment-Inclusions, deduction, taxability, Salary Tax Calculation
- Income from Business and Investment- Inclusions, deduction, reduction, calculation of tax liability
- Introduction of VAT-General concept of VAT, Definition, taxable transactions
- VAT, TDS, and Income Tax- Due date of return filing, calculation of tax liability and its deposit
- Fines, Penalties & Interest- Calculation of penalties against delay in submission returns, delay on tax deposit
- Tax Offset-Input tax credit, tax liability and its deposit

Labs

Lab assignments will focus on the practice and mastery of contents covered in lectures; and introduce critical and fundamental problem-solving techniques to the students.

Learning Outcomes

- Learn concepts of accounting (Rules, Modes, Features).
- Learn the applications of Tally ERP 9 and how to utilize it to maintain accounts of individuals along with companies.