KLiC Tally (with GST)

Introduction

In this course, learner will learn many important things related to accounting in a very simple way. Additionally, Learner will be able to make various reports quickly and precisely. auditors, bankers and for tax related work, Learner can create financial stalk and payroll reports in a least time.

This course will also tell Learner about voucher, currency, inventories, VAT computations, excise reports and will guide Learner to deal with such difficult looking things.
So in personal and professional life, Learner will be able to confidently handle the accounting related responsibilities. This course also teaches about business management and data management in a very easy way.

1. **Admission Process:**
   - We have more than 5000+ MS-CIT/KLiC Centers across Maharashtra where learners get enrolled for our courses.
   - All Learner registration process is online where we get all the required details.

Course Duration	120 hours (2 Months)
Medium of Learning	English, Hindi and Marathi
Study Material	One Printed Book, free eBooks & eLearning Content
Certification	YCMOU Mark sheet and MKCL Certificate

2. **Academic Approach**
   The Academic Approach of the course focuses on the "work centric" education i.e. begin with work (and not from a book !), derive knowledge from work and apply that knowledge to make the work more wholesome, useful and delightful. The ultimate objective is to empower the Learner to engage in socially useful and productive work. It aims at leading the learner to his/her rewarding career as well as development of the society.

Learning methodology
   - Learners are given an overview of the course and its connection to life and work.
   - Learners are then exposed to the specific tool(s) used in the course through the various real-life applications of the tool(s).
   - Learners are then acquainted with the careers and the hierarchy of roles they can perform at workplaces after attaining increasing levels of mastery over the tool(s).
   - Learners are then acquainted with the architecture of the tool or Tool Map so as to appreciate various parts of the tool, their functions and their inter-relations.

- Learners are then exposed to simple application development methodology by using the tool at the beginner's level
- Learners then perform the differential skills related to the use of the tool to improve the given ready-made outputs.
- Learners are then engaged in appreciation of real-life case studies developed by the experts.
- Learners are then encouraged to proceed from appreciation to imitation of the experts.
- After imitation experience, they are required to improve the expert's outputs so that they proceed from mere imitation to emulation.
- Finally, they develop the integral skills involving optimal methods and best practices to produce useful outputs right from scratch, publish them in their ePortfolio and thereby proceed from emulation to self-expression.

3. Evaluation Pattern:

Section No.	Section Name	Total Marks	Minimum Passing Marks
1	Learning Progression	25	10
2	Internal Assessment	25	10
3	Final Online Examination	50	20
	Total	**100**	**40**

Note: Learners who have successfully completed above mentioned 4 Sections i.e. Section 1, Section 2, Section 3 and Section 4 will get the final Certificate.

Website: http://ww3.mkcl.org/klic/klic-courses/accounting/klic-tally-with-gst

Syllabus:

Introduction to Financial Accounting (Theory)
- Accounting
- Methods of Accounting
- Financial Accounting Concept
- Recording of Transactions
- Accounts Books
- Final Accounts
- Manual Accounting vs Computerised Accounting
- Computerized Accounting Software
- Accounting without codes
- Budgets, MIS and Ratio analysis (in short)

Tally History and Journey (Theory)

Introduction to GST (Theory)
- "5 W" of GST
- Basics of GST
- Objectives of GST
- GST at Global level
- List of Goods not covered under GST
- Registration Process Under GST to be added
- Registered and Unregistered Dealers and Effects of Purchases from Unregistered Dealers.

Tally with GST
- Upgrading to Tally.ERP 9 Release 6.0
- Start Using Tally.ERP 9 for GST Compliance
  - Activate GST
  - Set up tax rates
  - Update or create ledgers as required
- Recording Sales and Printing Tax Invoices
- Recording Purchases
- Recording a Tax Payment
- Transferring Tax Credits of VAT, excise and service tax to GST

Financial Accounting Basics (Theory + Practical)

- Company Creation
- Accounts Configuration
- Accounts Classification
- Accounts Master Creations
- Trial Balance
- Voucher Entry
- Discount Entry
- Petty Cash
- Voucher Types and Classes
- Accounts Vouchers

Maintaining Company Data

- Gateway of Tally
- Creating and Maintaining a Company
- Loading a Company
- Maintaining Group Company
- F11: Company Features
- F12: Configuration

Incorporation of various laws under GST (Theory)

- List of all taxes that are subsumed into GST to be given separately here.
- Reverse charge mechanism introduction of GST to be given
- Central taxes which will be included in CGST
- State taxes which will be included in SGST
- IGST
- GST Rates

Creating Masters

- Accounts Information
- Statutory Info.
- Inventory Information

Voucher Entry

- Accounting Vouchers
- Inventory Vouchers
- Optional & Non-Accounting Vouchers
- Order Processing
- Advanced Voucher Entry

Constitutional Amendments in GST (Theory)

- Power with central government

- Power with state government
- GST Council
- Set off Mechanism between CGST,IGST and SGST

Inventory

Stock Groups
- Creating a Stock Group
- Creating Multiple Stock Groups
- Displaying a Stock Group

Stock Categories
- Creating a Stock Category
- Creating Multiple Stock Categories
- Displaying a Stock Category
- Altering a Stock Category

Stock Items
- Creating a Stock Item
- Creating a Stock Item in Advance Mode
- Displaying a Stock Item
- Altering a Stock Item

Units of Measurement
- Creating Compound Units of Measure
- Altering a Units of Measure
- Displaying a Units of Measure

Bills of Materials
- Creating Single Bill of Materials for a Stock Item
- Creating Manufacturing Journal for a Stock Item with Single Bill of Materials
- Creating Multiple Bill of Materials for a Stock Item
- Creating Manufacturing Journal for a Stock Item with Multiple Bill of Materials
- Creating Single/Multiple Bill of Material with Type of Item
- Creating Manufacturing Journal for a Stock Item with single/Multiple BOM created with Type of Item

Batches & Expiry Dates
- Activating Batch-Wise Details
- Manufacturing date & Expiry date for Batches

Inventory Voucher Class
- Creating Stock Journal Voucher Class
- Predefined Voucher Types in Tally.ERP 9

Economic Survey in regards to GST (GST)
- Benefits of implementing GST
- Limitations of implementing GST

Payroll

- Payroll Features of Tally.ERP 9
- Enabling Payroll in Tally.ERP 9
- Five Easy Steps to Generate a Pay Slip
- Creating Payroll Masters (Payroll Info)
- Payroll Voucher Entry / Transactions
- Payroll Reports

TDS

- Getting Started with TDS
- Configuring TDS
- Masters
- Transactions
- TDS Reports
- Union Budget Changes for TDS - 2017-18

Other Scenarios

- Recording Purchase from Registered & Unregistered GST Dealers
- Inward Supply of Services Under Reverse Charge
- Recording an Advance Receipt from Customer
- Recording an Advance Payment to Supplier under GST
- Sales - Nil Rated, Exempt, SEZ, and Deemed Export
- Recording Sales of Composite Supply Under GST
- Recording Sales of Mixed Supply Under GST
- Recording Sales Returns
- Recording Purchase Returns (Debit/Credit Notes)
- Recording Import of Services (Debit/Credit Notes)
- Recording Export Sales
- Recording Journal Vouchers for Adjustments Against Tax Credit
- Recording a Journal Voucher for TDS Adjustment
- Recording a Journal Voucher for TCS Adjustment
- Recording a Journal Voucher for Refund of Tax Credit
- Recording a Journal Voucher for ISD Credit
- Recording a Journal Voucher for Transitional Credit
- Recording Journal Vouchers for Other Liabilities
- Recording Journal Vouchers for Reversal of Tax Credit

Reports

- Basic Features of Displaying Reports
- Modifying Reports
- Display Financial Statements
- Display Registers & Ledgers
- Display Inventory Reports & Statements
- Management Information System (MIS) Reports
- Printing Reports

Tally Software Services (TSS)

- Creating Remote Users
- Authorising Security Levels
- Assigning Security Controls
- Connect Company to Tally.NET Server
- Remote Login

Data Management

- Backup & Restore
- Split a Company
- Import Data
- Export of Data
- E-Capabilities
- Tally ODBC
- SQL Query