

SYLLABUS OF CERTIFICATE COURSE IN TALLY- BASIC LEVEL

COURSE CONDUCTED BY
DEPARTMENT OF COMMERCE
SREE NARAYANA COLLEGE FOR WOMEN KOLLAM
IN ACADEMIC COLLABORATION WITH
THE TALLY CERTIFIED TRAINING PARTNER
"CYBERIA CYBER CAMPUS"

TOPICS	Mod No
Accounting meaning,definition,features,objectives	1
Characteristics,Advantages,Limitations important accounting terms	2
Methods of accounting,books of accounts,types and rules of accounting	3
Journalizing Transactions	4
Journalizing Transactions (continuation)	5
Ledger Creation and exercise	6
Trial balance	7
Financial statements:Introduction,Trading account,Meaning,Format,Problem	8
Profit and loss account- Meaning,Format,Problem	9
Balancesheet: Meaning,Format,Problem exercise	10
Balancesheet with adjustment/exercise	11
Test Paper	12
Introduction to Tally : Company Creation, Company Information	13
Ledger : Creation, Display, Alter with Single and Multiple Mode	14
Exercise	15
Accounting Vouchers	16

Exercise	17
Voucher /Assignment	18
Multiple Currencies/assignment	19
Budget and Control/ Assignment	20
Cost center and Category /Assignment	21
Payroll Accounting/ Assignment	22
Bank Reconciliation Statement	23
Inventory Details Assignment	24
Bill wise Details Assignment	25
Vat Assignment	26
Godown	27
Batch wise Details	28
Order Processing	29
Rejection in/out, stock journal	30
Bill of meterial Assignment	31
Exercise	32
TDS	33

Advaced Payroll Test paper/Assignment	34
Forex Gain or Loss Adjustment Interest Calculation	35
Scenario Management Track additional cost of purchase	36
Zero value entries , Separate discount column on invoices	37
Use different or billed quantity	38
Tax invoice ,POS	39
Compound unit creation	40
VAT Adjustment	41
Multiple Tax Rate	42
TCS	43
GST Module 1: Introduction Module 2 :Registration	44
Module 3: Invoicing \$ E- way bill	45
Module 4 :Returns , Tax Rate	46
Module 5:exercise	47
Revision/TEST PAPER	48