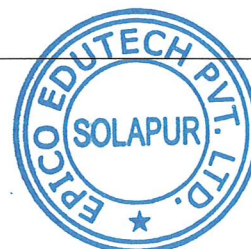


| | | | | | | | | | | |
|---|---|--|------------------|-----------|-----|----------------|-----|-----|-------|-----|
| 1 | Name of Course | Certificate Course in TallyEssential Comprehensive | | | | | | | | |
| 2 | Max no of Students | 40 | | | | | | | | |
| 3 | Duration | 6 Months | | | | | | | | |
| 4 | Course Type | Part Time | | | | | | | | |
| 5 | No of Days per week | 6 Days | | | | | | | | |
| 6 | No of Hours Per Day | 2 Hrs | | | | | | | | |
| 7 | Space Require | 66 sq m classroom and 66 sq m Laboratory | | | | | | | | |
| 8 | Entry Qualification | 10 th std | | | | | | | | |
| 9 | Objective of Syllabus | Computerized Accounting program with Tally Prime is specially designed for students who are in any accounting as well as taxation related commerce stream. The program covers four levels of in-depth knowledge in Tally. We intend to make student job ready in accounting field. | | | | | | | | |
| 10 | Employment Opportunities | Government and Private Sector, Industries, Banking Sector | | | | | | | | |
| 11 | Teachers Qualification | MBA/ G.D.C&A/B.com | | | | | | | | |
| 12 | Teaching Scheme : | | | | | | | | | |
| | Sr. No | Subject | Clock Hour/ Week | | | Total (Hours) | | | | |
| | | | Theory | Practical | | | | | | |
| | 1 | Recording & Reporting | 30 | 60 | | 90 | | | | |
| | 2 | Accounts Payable & Receivable and Inventory Management | 30 | 60 | | 90 | | | | |
| | 3 | Order Management & Cost/Profit Centre Management | 30 | 60 | | 90 | | | | |
| | 4 | Statutory and Compliance | 30 | 60 | | 90 | | | | |
| 13 | Examination Scheme- Final Examination will be based on a syllabus of six months | | | | | | | | | |
| | Paper no | Subject | Theory/Online | | | Practical | | | Total | |
| | | | Duration (Hr.) | Max | Min | Duration (Hr.) | Max | Min | Min | Max |
| | 1 | Recording & Reporting | 1 | 80 | 32 | 1 | 20 | 8 | 40 | 100 |
| | 2 | Accounts Payable & Receivable and Inventory Management | 1 | 80 | 32 | 1 | 20 | 8 | 40 | 100 |
| | 3 | Order Management & Cost/Profit Centre Management | 1 | 80 | 32 | 1 | 20 | 8 | 40 | 100 |
| | 4 | Statutory and Compliance | 1 | 80 | 32 | 1 | 20 | 8 | 40 | 100 |
| | | Total | | 320 | 128 | | 80 | 32 | 160 | 400 |
| NOTE- COMBINE PASSING (BOTH THEORY & PRACTICAL) | | | | | | | | | | |

EPICO EDUTECH PVT. LTD.

M.R. Kadam
DIRECTOR



TallyEssential Compressive Certification Syllabus

Recording & Reporting

Chapter 1: Fundamentals of Accounting

- 1.1 Introduction
 - Meaning of Accounting
- 1.2 Terminologies used in Accounting
- 1.3 Concepts of Accounting
- 1.4 Double Entry System of Accounting
 - 1.4.1 Uses of Debit and Credit
 - 1.4.2 Rules of Debit and Credit
- 1.5 Golden Rules of Accounting
- 1.6 Recording of Business Transactions
 - 1.6.1 Journalizing Transactions
- 1.7 Trial Balance
- 1.8 Financial Statements
 - 1.8.1 Trading Account
 - 1.8.2 Profit & Loss Account
 - 1.8.3 Balance Sheet
- 1.9 Subsidiary Books & Control Accounts
 - 1.9.1 Cash Book
 - 1.9.2 Petty Cash Book
 - 1.9.3 Purchase (Journal) Book
 - 1.9.4 Purchases Return (Journal) Book
 - 1.9.5 Sales (Journal) Book
 - 1.9.6 Sales Return (Journal) Book
 - 1.9.7 Journal Proper
 - 1.9.8 Control Accounts
- 1.1 Depreciation
 - 1.10.1 Methods for Depreciation
 - 1.10.2 Preparation of Depreciation schedule
- 1.11 Computerized Accounting
 - 1.11.1 Advantages of computerized accounting

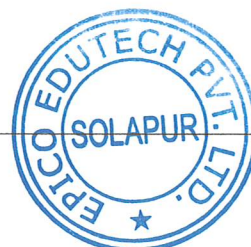
Chapter 2: Introduction to TallyPrime

- 2.1 Introduction
- 2.2 Features of TallyPrime
- 2.3 Downloading and Installation of TallyPrime
- 2.4 Types of Licenses in TallyPrime

EPICO EDUTECH PVT. LTD.

M. f. Kadam,

DIRECTOR



- 2.5 Activate New License
- 2.6 Reactivate License in TallyPrime
- 2.7 Use License from Network in a Multiuser Environment
- 2.8 Working TallyPrime in Educational Mode
- 2.9 Company Creation and Setting up Company Features in TallyPrime
- 2.10 Getting Started with TallyPrime
 - 2.10.1 Navigating from Anywhere to Anywhere in TallyPrime
- 2.11 12 Configuration in TallyPrime
- 2.12 Alter Company Details
- 2.13 Shut the Company
- Conclusion
- Key Takeaways
- Practice Exercises

Chapter 3: Maintaining Chart of Accounts

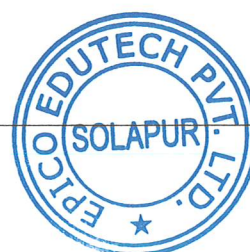
- 3.1 Introduction
- 3.2 Chart of Accounts
- 3.3 Creation of Masters in TallyPrime
 - 3.3.1 Accounting Masters
 - 3.3.2 Inventory Masters
- 3.4 Alteration of Masters in TallyPrime
- 3.5 Deletion of Masters in TallyPrime
- 3.6 Multi-Masters Creation and Display of Chart of Accounts
 - 3.6.1 Multi Groups Creation
 - 3.6.2 Multi Ledgers Creation
 - 3.6.3 Multi Stock Groups Creation
 - 3.6.4 Multi Stock Items Creation

Chapter 4: Recording and Maintaining Accounting Transactions

- 4.1 Introduction
- 4.2 Recording Transactions in Tally
- 4.3 Recording Accounting Vouchers in TallyPrime
 - 4.3.1 Receipt Voucher (F6)
 - 4.3.2 Contra Voucher (F4)
 - 4.3.3 Payment Voucher (F5)
 - 4.3.4 Purchase Voucher (F9)
 - 4.3.5 Sales Voucher (F8)

EPICO EDUTECH PVT. LTD.

M. R. Kadam.
DIRECTOR

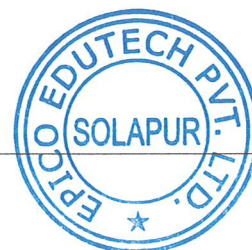


Chapter 5: Banking

- 5.1 Introduction
- 5.2 Banking Payments
- 5.3 Cheque Printing
 - 5.3.1 Single Cheque Printing
 - 5.3.2 Multi Cheque Printing
- 5.4 Deposit Slip
 - 5.4.1 Cheque Deposit Slip
 - 5.4.2 Cash Deposit Slip
- 5.5 Payment Advice
- 5.6 Bank Reconciliation
 - 5.6.1 Manual Bank Reconciliation
 - 5.6.2 Auto Bank Reconciliation

Chapter 06: Generating Financial Statements and MIS Reports

- 6 Introduction
- 6.2 Final Accounts Reports in Tally
 - 6.2.1 Trial Balance
 - 6.2.2 Profit and Loss Account
 - 6.2.3 Balance Sheet
 - 6.2.4 Cash Flow & Fund Flow Analysis Report
 - 6.2.5 Receipts and Payments
- 6.3 MIS Reports in Tally
 - 6.3.1 Stock Summary Analysis
 - 6.3.2 Day Book
 - 6.3.3 Cash and Bank Book
 - 6.3.4 Purchase Register
 - 6.3.5 Sales Register
 - 6.3.6 Journal Register
- 6.4 Bird's eye view/Drill down display from anywhere to anywhere



TallyEssential Compressive Certification Syllabus

Accounts Payable & Receivable and Inventory Management

Chapter 01 : Data Security

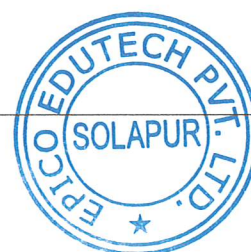
- 1.1 Introduction
- 1.2 Security Control
- 1.3 Activation of Security Control
- 1.4 Creation of Security Levels (User Roles)
- 1.5 Creation of Users And Passwords for Company
- 1.6 Accessing the company using Security Levels
- 1.7 Auto Login
- 1.8 Tally Vault

Chapter 02: Company Data Management

- 2.1 Introduction
- 2.2 Backup of Company Data
- 2.3 Restoring of Company Data
- 2.4 Company Data Repair
- 2.5 Migration of Tally.ERP 9 Company Data to TallyPrime

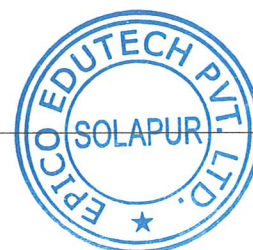
Chapter 03: Storage and Classification of Inventory

- 3.1 Introduction
- 3.2 Supply Chain
 - 3.2.1 Types of Suppliers
- 3.3 Inventory Management
 - 3.3.1 Terms Used in Inventory Management
- 3.4 Inventory Masters in TallyPrime
 - 3.4.1 Company Creation in TallyPrime
 - 3.4.2 Introduction of Capital into a Business
 - 3.4.3 Creation of Inventory Masters in TallyPrime
- 3.5 Tracking of Movements of Goods in Batches/Lots
 - 3.5.1 Activation of Batches/Lots for Stock Items
 - 3.5.2 Batch Reports
- 3.6 Price Levels and Price Lists
 - 3.6.1 Activating Price Lists and Defining of Price Levels
 - 3.6.2 Creation of Price List
 - 3.6.3 Price Level & Price List usage in Sales Voucher
 - 3.6.4 Revise Price List



Chapter 04: Accounts Receivable and Payable Management

- 4.1 Introduction
- 4.2 Accounts Payable and Receivable
- 4.3 Maintain Bill-wise Entry
- 4.4 Activation of Bill-wise Entry
 - 4.4.1 Usage of Bill-wise entry in Purchase and Payment Voucher
 - 4.4.2 Usage of Bill-wise entry in Sales and Receipt Voucher
 - 4.4.3 Usage of Bill-wise entry in Payment and Receipt Voucher
 - 4.4.4 Usage of Bill-wise entry - On Account
- 4.5 Specifying of Credit Limit for Parties
 - 4.5.1 Specifying Credit Limit for Individual Ledger
 - 4.5.2 Specifying Credit Limit for Multiple Ledger
 - 4.5.3 Sales Voucher Restriction Based on Credit Limit
- 4.6 Splitting of Credit Sale Into Multiple Bills
- 4.7 Payment Performance of Debtors
- 4.8 Bills Payable and Receivable Reports in TallyPrime
 - 4.8.1 Bills Receivable
 - 4.8.2 Ageing Analysis of Outstanding
 - 4.8.3 Generating Reminder Letter in TallyPrime
 - 4.8.4 Generating Confirmation of Accounts in TallyPrime
 - 4.8.5 Bills Settlement



TallyEssential Compressive Certification Syllabus

Order Management & Cost/Profit Centre Management

Chapter 01: Purchase and Sales Order Management

- 1.1 Introduction
- 1.2 Purchase Order Processing
 - 1.2.1 Recording of Purchase Order
 - 1.2.2 Recording of Receipt Note Voucher
 - 1.2.3 Recording Rejections Out Voucher
 - 1.2.4 Recording Purchase Voucher
 - 1.2.5 Recording Debit Note Voucher
 - 1.2.6 Recording Payment Voucher
- 1.3 Sales Order Processing
 - 1.3.1 Recording of Sales Order In TallyPrime
 - 1.3.2 Recording Delivery Note Voucher
 - 1.3.3 Recording Rejections In Voucher
 - 1.3.4 Recording of Sales Voucher
 - 1.3.5 Recording Receipt Voucher
- 1.4 Order Outstanding
 - 1.4.1 Sales Order Outstanding
 - 1.4.2 Purchase Order Outstanding
 - 1.4.3 Pre-Closure of Orders
- 1.5 Reorder Level
 - 1.5.1 Display Reorder Status
- 1.6 Godown Transfer in TallyPrime

Chapter 02: Tracking Additional Costs of Purchase

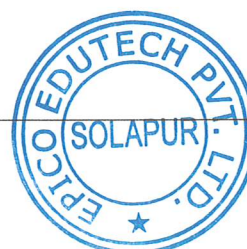
- 2.1 Introduction
- 2.2 Configuration of Additional Cost of Purchases in TallyPrime
 - 2.2.1 Purchase Transaction with Additional Cost Details in Voucher Mode
 - 2.2.2 Purchase Transaction with Additional Cost Details in Item Invoice Mode
 - 2.2.3 Debit Note Voucher with Additional Cost

Chapter 03: Cost/Profit Centres Management

- 3.1 Introduction
- 3.2 Cost Centre and Cost Categories

EPICO EDUTECH PVT. LTD.

M. R. Kadam.
DIRECTOR



- 3.2.1 Activation of Cost Centre
- 3.2.2 Allocation of Expenses and Incomes using Cost Centre

Chapter 04: Budgets and Scenarios

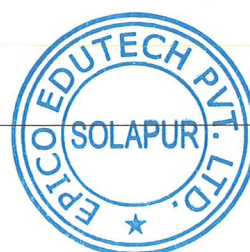
- 4.1 Introduction
- 4.2 Creation of Budget
- 4.3 Recording Transactions
- 4.4 Display Budgets and Variances Reports for Group Budget
- 4.5 Scenario Management
 - 4.5.1 Creation of Scenario
 - 4.5.2 Temporary Inclusion of Reversing Journal Voucher In the Reports.

Chapter 05: Generating and Printing Reports

- 5.1 Introduction
- 5.2 On the Fly Reporting
 - 5.2.1 Bird's eye View/Drill Down Display
 - 5.2.2 Drill Down Display
 - 5.2.3 Date/Period Based Reporting & Comparing
- 5.3 Inventory Reports
 - 5.3.1 Stock Summary
 - 5.3.2 Godown-wise Stock Availability
 - 5.3.3 Movement Analysis
 - 5.3.4 Stock Query
- 5.4 Financial Reports
 - 5.4.1 Balance Sheet
 - 5.4.2 Profit & Loss A/c
- 5.5 Books & Registers
 - 5.5.1 Sales Register
 - 5.5.2 Purchase Register
- 5.6 Printing of Invoice and Report

EPICO EDUTECH PVT. LTD.

M. R. Kadam.
DIRECTOR



TallyEssential Compressive Certification Syllabus

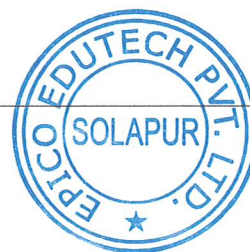
Statutory and Compliance

Chapter 01 : Goods and Services Tax

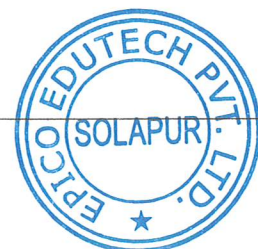
- 1.1 Introduction to GST
 - 1.1.1 Why GST?
 - 1.1.2 GST Tax Structure
 - 1.1.3 Determination of Tax
 - 1.1.4 GST Registration
 - 1.1.5 Managing HSN CODE/SAC
 - 1.1.6 GST Rate Structure
 - 1.1.7 Supply of Goods and Services
 - 1.1.8 Invoicing
 - 1.1.9 Debit Note, Credit Note/Supplementary Invoice
 - 1.1.10 Receipt Voucher
 - 1.1.11 Transportation of Goods without Issue of an Invoice
 - 1.1.12 Input Tax Credit
- 1.2 E-Way Bill
 - 1.2.1 Components of E-Way Bill
 - 1.2.2 Who must generate E-Way Bill
 - 1.2.3 Validity of E-Way Bill
 - 1.2.4 E-Way Bill Process Flow
- 1.3 GST e-Invoicing
 - 1.3.1 Benefits of e-invoice to the businesses
 - 1.3.2 Date of implementing GST e-invoicing
 - 1.3.3 Entities exempted for e-invoices
 - 1.3.4 Generating E-Way bill with e-Invoice
 - 1.3.5 Modification of e-Invoice
 - 1.3.6 Role of e-Invoice in GST Returns
 - 1.3.7 Various modes of generating e-invoice
 - 1.3.8 Role of IRP in e-Invoice
 - 1.3.9 The practice of Generating GST e-Invoice
 - 1.3.10 E-invoice Details
 - 1.3.11 Invoice Reference Number (IRN)
- 1.4 GST in TallyPrime
 - 1.4.1 Creation of Company and Activating GST
 - 1.4.2 Introducing Capital into the Business
 - 1.4.3 Creation of Masters in TallyPrime
- 1.5 Hierarchy of Calculating Tax in Transactions

EPICO EDUTECH PVT. LTD.

M. K. Kaabam
DIRECTOR



- 1.5.1 Defining GST Rates at Company Level
- 1.5.2 Defining GST Rates at Stock Group Level
- 1.5.3 Defining GST Rates at Stock Item Level
- 1.5.4 Defining GST Rates at Accounting Group Level
- 1.5.5 Defining GST Rates at Ledger Level
- 1.5.6 Defining GST Rates at Transaction Level
- 1.6 Recording GST compliant transactions
 - 1.6.1 Accounting Intrastate Supply of Goods & Services
 - 1.6.2 Accounting Interstate Supply of Goods & Services
 - 1.6.3 Accounting Purchase and Sales Returns of Goods with GST
 - 1.6.4 Supplies Inclusive of Tax
- 1.7 E-Way Bill Report in Tally
 - 1.7.1 Export for e-Way Bill Report
 - 1.7.2 Exporting Bulk or Consolidated e-Way Bill invoices
 - 1.7.3 Update e-Way Bill Information
- 1.8 Input Tax Credit Set Off against Liability
- 1.9 GST Tax Payment
 - 1.9.1 Timeline for payment of GST tax
 - 1.9.2 Modes of Payment
 - 1.9.3 Challan Reconciliation
- 1.10 Generating GST Returns for Regular Dealer in Tally
 - 1.10.1 GSTR-1
 - 1.10.2 GSTR-3B
 - 1.10.3 GSTR-9 – GST Annual Computation
- 1.11 Filing GST Returns in Tally
 - 1.11.1 Filing GSTR-1 Returns
 - 1.11.2 Filing GSTR-3B Returns
 - 1.11.3 Filing GSTR-9 Returns - GST Annual Computation
- 1.12 Generating e-Invoice in TallyPrime
 - 1.12.1 Recording Outward Supply and Generating e-Invoice without e-Way Bill
 - 1.12.2 Recording Outward Supply and Generating e-Invoice with e-Way Bill
 - 1.12.3 E-Invoice Report
- 1.13 Quarterly Return Monthly Payment Scheme
 - 1.13.1 Creation of Company and Activating GST in TallyPrime
 - 1.13.2 Accounting Intrastate Supply of Goods & Services
 - 1.13.3 Input Tax Credit Set Off against Liability and Tax Payment
 - 1.13.4 Invoice Furnishing Facility(IFF) in QRMP scheme
- 1.14 Composition Dealer under GST Regime
 - 1.14.1 Introduction
 - 1.14.2 Conditions to be satisfied under the scheme
 - 1.14.3 Creation of Company and Activating GST in TallyPrime



- 1.14.4 Accounting Intrastate and Interstate Supply of Goods
- 1.14.5 Generating GST Returns for Composition Dealer in Tally
- 1.14.6 GST Tax Payment

Chapter 02 : Tax Deducted at Source

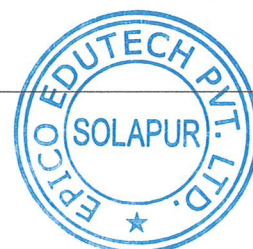
- 2.1 Introduction to TDS
- 2.2 Basic Concepts of TDS
- 2.3 TDS Process
- 2.4 TDS in TallyPrime
 - 2.4.1 Activation of TDS in TallyPrime
- 2.5 TDS Statutory Masters
- 2.6 Configuration of TDS at Different levels
 - 2.6.1 Configuration of TDS at Group level
 - 2.6.2 Configuration of TDS at Ledger level
- 2.7 Recording TDS Compliant Transactions in TallyPrime
 - 2.7.1 Expenses Partly Subject to TDS
 - 2.7.2 Booking Expenses and TDS deduction on crossing Exemption Limit
 - 2.7.3 Accounting Multiple Expenses and Deducting TDS later
 - 2.7.4 TDS on Expenses at Lower and Zero Rate
 - 2.7.5 TDS on Expenses at Higher Rate
 - 2.7.6 Recording Transaction when TDS Exemption limit is not crossed
- 2.8 TDS Exceptions
- 2.9 TDS Payment to Department
 - 2.9.1 Resolving Uncertain Transactions
 - 2.9.2 TDS Outstanding
 - 2.9.3 Payment of Tax to the Income Tax Department
 - 2.9.4 Generating TDS Challan (ITNS 281)
 - 2.9.5 Interest Payment to Income Tax Department on Delayed Tax Payment
- 2.10 TDS Report
 - 2.10.1 Challan Reconciliation
 - 2.10.2 Form 26Q
 - 2.10.3 E-Return
 - 2.10.4 Changes in TDS rates from 1st April 2021

Chapter 03 : Management of Business Data

- 3.1 Introduction
- 3.2 Exporting of data in available formats
- 3.3 Export and Import of Data
 - 3.3.1 Export and Import of Masters from one company to another in XML format

EPICO EDUTECH PVT. LTD.

M. R. Kadam.
DIRECTOR



- 3.3.2 Export and Import of Transactions from one company to another in XML format
- 3.3.3 Exporting Reports to MS Excel
- 3.3.4 Exporting Reports to PDF
- 3.4 Open Database Connectivity (ODBC)
- 3.5 Printing of Company Logo on Vouchers, Invoices & Reports.

Chapter 04 : Moving to the Next Financial Year

- 4.1 Introduction
- 4.2 Changing Current Period and continue voucher entry in the same company data
- 4.3 Company data handling through Export and Import of data
- 4.4 Split Company Data
- 4.5 Create a new company and maintain books of accounts for the new financial year
- 4.6 Creating Group Company Data
- 4.7 Comparative Final Accounts Reports of Two Companies

EPICO EDUTECH PVT. LTD.

M. R. Kadam.
DIRECTOR

