

**TALLY 9.ERP COURSE (FEE – RS. 1200/-)**  
**CERTIFICATE COURSE IN FUNDAMENTALS OF TALLY.ERP 9 WITH PAYROLL**  
**LEVEL-1**  
**PER DAY SINGLE LECTURE OF TWO HRS**  
**(TOTAL HRS -18).**  
**INTAKE CAPACITY – 20 STUDENTS**

<b>TABLE OF CONTENTS:</b>		<b>DAYS 9</b>
<b>LEVEL 1</b>		<b>HRS.</b>
<b>L1 – L1</b>	<b>Basics of Accounting</b> - Introduction - Accounting Principles, Concepts and Convention - Double Entry System of Book Keeping - Types of Accounts - Golden Rules of Accounting - Mode of Accounting - Financial Statements - Recording Transactions of Sample Data	<b>1</b>
	<b>Fundamentals of Tally.ERP 9</b> - Introduction - Getting Functional with Tally.ERP 9 - Creation / Setting up of Company in Tally.ERP 9 - Company Features - Configurations	<b>1</b>
<b>L1-L2</b>	<b>Creating Accounting Masters in Tally.ERP 9</b> - Chart of Accounts - Groups - Ledgers - Walkthrough for creating Chart of Accounts - Practice Exercises	<b>1</b>
	<b>Creating Inventory Masters in Tally.ERP 9</b> - Stock Group - Stock Categories - Units of Measure - Godowns - Stock Items - Voucher Types - Walkthrough for creating Inventory Masters - Practice Exercises	<b>1</b>
<b>L1 – L3</b>	<b>Voucher Entry in Tally.ERP 9</b> - Accounting Vouchers - Walkthrough for recording Accounting Vouchers - Practice Exercises	<b>2</b>
<b>L1-L4</b>	<b>Voucher Entry in Tally.ERP 9</b> - Inventory Vouchers - Walkthrough for recording Inventory Vouchers - Invoicing - Practice Exercises	<b>2</b>
<b>L1 – L5</b>	<b>Generating Basic Reports in Tally.ERP 9</b> - Financial Statements	<b>2</b>

	<ul style="list-style-type: none"> <li>- Accounting Books &amp; Registers</li> <li>- Inventory Books &amp; Reports</li> <li>- Exception Reports</li> <li>- Practice Exercises</li> </ul>	
<b>L1 – L6</b>	<b>Technological Advantages of Tally.ERP 9</b> <ul style="list-style-type: none"> <li>- Tally Vault</li> <li>- Security Controls</li> <li>- Tally Audit</li> <li>- Backup and Restore</li> <li>- Split Company Data</li> <li>- Export and Import of Data</li> <li>- ODBC Connectivity</li> <li>- Printing Reports</li> </ul>	<b>2</b>
<b>L1— L7,8</b>	<b>Payroll Accounting and Compliance</b> <ul style="list-style-type: none"> <li>- Configuring Payroll in Tally.ERP 9</li> <li>- Creating Payroll Masters</li> <li>- Processing Payroll in Tally.ERP 9</li> <li>- Accounting for Employer PF Contributions</li> <li>- Accounting for Employer ESI Contributions</li> <li>- Accounting for Income Tax</li> <li>- Payment of Professional Tax</li> <li>- Generating Payroll Reports</li> </ul>	<b>2+2</b>
<b>L9</b>	<b>REVISION / PRACTICE</b>	<b>2</b>
		<b>18</b>

**STUDENTS WILL GET :**

- **SOFT COPY OF SYLLABUS AND NOTES FOR STUDY**
- **PRINTED RESULT & CERTIFICATE OF TALLY FROM VPM'S JOSHI-BEDEKAR COLLEGE, THANE**

**EXAM OF TALLY ERP.9 LEVEL-1**

- **FOR THEORY AND PRACTICAL EXAM, ADDITIONAL EXAM FEE RS. 200/- WILL BE CHARGED.**
- **THEORY – 50 MARKS, TIME 1 HRS.  
(OBJECTIVE PATTERN – MULTIPLE CHOICE ONLINE/OFFLINE EXAM)**
- **PRACTICAL- 50 MARKS, TIME 1 HRS.**

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**TOTAL MARKS – 100**