

Aggarwal College Ballabgarh

A Post Graduate Co-educational College
(Affiliated to M. D. University, Rohtak)
NAAC Accredited 'A' Grade (CGPA: 3.40)

Certificate Course in Computerized Financial Accounting Using Tally ERP 9, level 2

Objective

This Course enables the learner to work on tax and Payroll management using Tally ERP 9.

Benefit

After completing this course, the learner acquires necessary knowledge & Skills required for applying statutory compliance and implementing payroll using Tally ERP 9

Duration

52 Hours

Examination

Paper	Title of the paper
Paper-1	Basics of Taxes
Paper-2	Payroll Management using Tally ERP 9

Course contents & Syllabus

Basics of Taxes – Paper 1

- Getting Started with GST 1
 - Activate GST for a company in Tally.ERP9
 - Record and maintain GST registration details for the company
 - Transfer input credit
 - Print GST invoices
 - Record good return
 - Define tax rated at different level
 - Record GST tax payment
 - Generate GSTR-1 and GSTR-2 reports
 - Export GSTR 1 return
 - Learn about the accounting of supply of services and exempted services
- Getting Started with GST 2

- Activate GST for a company in Tally.ERP9
- Record and maintain GST registration details for the company
- Transfer input credit
- Print GST invoices
- Record good return
- Define tax rates at different levels
- Record GST tax payment
- Generate GSTR-1 and GSTR-2 reports
- Export GSTR 1 return
- Learn about the accounting of supply of services and exempted services
- Tax Deducted at Source 1
 - Configure tax deducted at source in Tally.ERP9
 - Configure TDS at different levels
 - Record different types of TDS transactions
 - Handle expenses partly subjected to TDS
 - Manage the accounting of multiple expenses
 - Manage accounting of TDS at zero and lower rate
 - Manage accounting of TDS on fixed assets
 - Manage payment of TDS to government
 - Generate TDS reports and challans
- Tax Deducted at Source 2
 - Configure tax deducted at source in Tally.ERP9
 - Configure TDS at different levels
 - Record different types of TDS transactions
 - Handle expenses partly subjected to TDS
 - Manage the accounting of multiple expenses
 - Manage accounting of TDS at zero and lower rate
 - Manage accounting of TDS on fixed

Payroll Management using Tally ERP 9 – Paper 2

- Securing Financial Information
 - Learn to use security control features to secure financial data
 - Create and alter security levels in Tally.ERP9
 - Create users and passwords under different security levels
 - Learn to login with different user credentials
 - Use Tally Vault to secure the financial data
 - Identify the benefits of TallyVault password
 - Understand the meaning of password policy
- Data Management and Financial Year End Process 1
 - Backup and restore company data in Tally.ERP9
 - Export and import data in Tally.ERP9
 - Export data in different formats like Excel and PDF
 - Know the E-mailing capabilities of Tally.ERP9

- Learn to use E-mail facility in Tally.ERP9
 - Learn to split the company data
- Data Management and Financial Year End Process 2
 - Backup and restore company data in Tally.ERP9
 - Export and import data in Tally.ERP9
 - Export data in different formats like Excel and PDF
 - Know the E-mailing capabilities of Tally.ERP9
 - Learn to use E-mail facility in Tally.ERP9
 - Learn to split the company data

Certification

Certificate in Computerized Financial Accounting Using Tally ERP 9, level 2

Project: 20 hours

Implementation of TDS / TCS and Tax transactions.