

**Shikshan Mandal, Karad's  
Mahila Mahavidyalaya, Karad  
Centre for Skill Development**

**CERTIFICATE COURSE IN TALLY WITH GST**

(Affiliated to Centre for Community Development, Shivaji University, Kolhapur)

❖ **Objectives:**

- To understand basics of computer.
- To develop skills for tally

❖ **Job Opportunities:**

- Tally Operator.

❖ **Course Duration:** Three Months

❖ **Batch** : 20

❖ **Eligibility for Participants** : 10th Pass or Equivalent

❖ **Course Fees** : Rs.1500/- + Rs.150 Evaluation Fee

❖ **Highlights:**

- Well- equipped classroom with all facilities required for teaching and learning.
- Computer laboratory with Pcs ( Pentium –III)
- Tally ERP 9 Course Software
- Well Qualified Faculty

# Syllabus

Accounting is the most important feature of tally. The very first thing that comes to anyone mind after listening about tally is accounting. Book keeping is the recording of financial transactions the process of accounting business:-

1. Basic Accounting
2. Accounting process (Types of Accounting)
3. Recording of transaction (Basic Entries)
4. Preparation of ledger and trial Balance
5. Preparation of Bank Reconciliation statement
6. Preparation of Final Account
7. Preparation of Balance- Sheet

## ❖ **Basic level**

1. Company creation
2. Masters – create ledger
3. Create closing stock
4. Masters – Bill wise Debtors and creditors ledger
5. Create Profit & loss Account
6. Create Balance sheet
7. Payment Voucher
8. Sales Account
9. Purchase Account
10. Contra Account Voucher
11. Journal Account

Voucher12.Receipt

Account Voucher

13. Stock Transfer Account

14. Day Book in Tally

15.Cheque printing in Tally

16.Masters –Inventory

17. Goods and Service Tax (G.S.T.)

18. Purchase voucher with G.S.T.

19. Sales voucher with G.S.T.

20. Purchase Order Processing

21. Sales Order Processing

22. Party ledger

23. Stock Analysis and Reports

24. Cash and Bank Reports

25. Purchase and Sales Report

Problem No. 1

Problem No. 2

Problem No. 3

Problem No. 4

Problem No. 5

Problem No. 6

Problem No. 7

Problem No. 8

Problem No. 9

Problem No. 10

Problem No. 11

Problem No. 12

Problem No. 13

Problem No. 14

Problem No. 15 With Solution.

# Goods Service Tax (GST)

## Advance Level

### 1. Create company and active G.S.T. in company level :

G.S.T. Purchase

G.S.T. Sales

### 2. Create masters and set G.S.T. Rates : (state wise)

G.S.T. Calculate

G.S.T. Debit note

G.S.T. Credit note

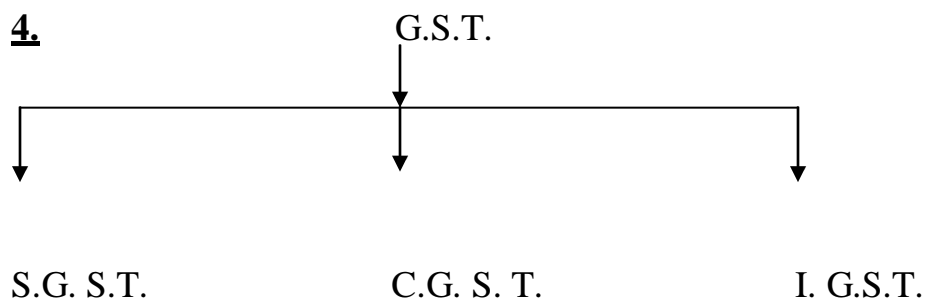
### 3. Recording G.S.T. local purchase :

G.S.T. R.C.M.

G.S.T. Adjustment

G.S.T. Payment

### 4.



### 5. Categories of G.S.T. in India :

1) 0%

2) 5%

3) 12% & 18%

4) 28%