

DTD-OMTP-002

Diploma in Tally, The Accounting App Change

Program Information



Nature of the Course
Theory + Practical



Total Hours per Day
2 hours



Course Duration
3 Weeks

Course Summary

Course Summary Senior Business Intelligence Analyst to be responsible for the upkeep and development of reports and dashboards to support business performance monitoring and decision-making. In this role, you will build and maintain designs for generating reports on financial and market intelligence, collaborate with internal department leaders and global resources to understand business needs, and successfully communicate project results and challenges. You will be part of a talented team that demonstrates superb technical competency, delivering mission-critical reporting infrastructure and ensuring the highest levels of performance and security.

Completion Criteria

After fulfilling all of the following criteria, the student will be deemed to have finished the Module:

- Has attended 90% of all classes held.
- Has received an average grade of 80% on all assignments
- Has received an average of 60% in assessments.
- The tutor believes the student has grasped all of the concepts and is ready to go on to the next module.

Required Textbooks

- Ashok K. Nadhani, "Implementing Tally. ERP 9", BPB Publications

Prerequisites

- Fundamental understanding of basic accounting concepts.
- If you are only interested in theory and have no interest/patience in spending at least 10 hours every week throughout the duration of the course, then this course might not be for you.
- If you have absolutely no idea about accounting or do not see yourself doing accounting tasks in the next six -odd months, then this class may not be for you.

Course Details

Course 1

Introduction of Tally Software

- Accounting Features
 - Configuration of Tally
 - Advantages of Tally Software
 - Company Creation
 - Groups and Ledgers
 - Recording Office Expenses
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Course 2

Advanced Accounting Voucher

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|----------------------|---------------------------|
| • Purchase Voucher | • Credit Note Voucher |
| • Sales Voucher | • Journal Voucher |
| • Contra Voucher | • Reverse Voucher |
| • Payment Voucher | • Reverse Journal Voucher |
| • Receipt Voucher | • Memorandum |
| • Debit Note Voucher | • Voucher (MEMO) |
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Course 3

Database Management

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|-----------------------------|-------------------------|
| • Introduction of Inventory | • Sales Order Voucher |
| • Stock Items | • Rejection Out Voucher |
| • Stock Groups | • Rejection In Voucher |
| • Units of Measure (UOM) | • Stock Journal Voucher |
| • Godown/Location | • Delivery Note Voucher |
| • Purchase Order Voucher | • Receipt Note Voucher |
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Course 4

Bank Reconciliation

- Interest Calculation
 - Electronic Payments
 - Sources of Financing
 - Collaterals (Types of Loan)
 - Data Required for Financing
 - Use Contra Voucher
 - Use Payment Voucher
 - Use Receipt Voucher
 - Verify Bank Book
 - Verify Passbook
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Course 5

Multi Currency

- Foreign Exchange
 - Use Foreign Currency
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Course 6

Cost Center And Cost Category

- Use Cost Center
 - Cost Category
 - Cost Center Breakup
 - Predefined Cost Center
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Course 7

Good & Service Tax (Gst)

- GST Concept and Applicability
 - Tax Components of GST Creating GST Classifications(SGST/CGST/IGST)
 - Recording GST Transactions of Trading Firms
 - Recording GST Transactions of Service Providers
 - Generating GST Reports
 - Exporting Data For Returns Summary
 - GST Reports – GSTR1, GSTR2, GSTR3 & GSTR 3B
 - GST Challans, Payments and Due Dates
 - Exporting Data for Returns form GSTR1, GSTR3, GSTR3B
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Course 8

Tax Deducted At Sources

- Exemption, Lower Rate
 - Payment and Enable TDS
 - TDS Features in Tally
 - Enabling TDS
 - Creating Ledgers ready for TDS entries
 - TDS Reports
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Course 9

Payroll System

- Payroll and Statutory Details
 - Pension Scheme and Insurance
 - Payroll Units
 - PF and ESI (Provident Fund and Employee State Insurance)
 - Income tax
 - Monthly Leaves
 - Gratuity
 - Pay Heads
 - Payroll Ledgers
 - Payroll Voucher
 - Attendance Voucher
 - Pay slip
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Nepal Government-Income Tax, Vat System And Tds Compliance Tds (Tax Deduction At Source)

Income Tax & Vat

- Basic Concept- Definition of Income, Types of Income, Income year, Person, Residential status, Tax, Assessable Income, Taxable Income
- Exemption & Concession- Tax exempt income, corporate tax rate · Income from Employment-Inclusions, deduction, taxability, Salary Tax Calculation
- Income from Business and Investment- Inclusions, deduction, reduction, calculation of tax liability
- Introduction of VAT-General concept of VAT, Definition, taxable transactions VAT, TDS, and Income Tax- Due date of return filing, calculation of tax liability and its deposit
- Fines, Penalties & Interest- Calculation of penalties against delay in submission returns, delay on tax deposit
- Tax Offset-Input tax credit, tax liability and its deposit

Labs

Lab assignments will focus on the practice and mastery of contents covered in the lectures, and introduce critical and fundamental problem solving techniques to the students.

Learning Outcomes

- Learn concepts of accounting (Rules, Modes, Features).
- Learn the applications of Tally ERP 9 and how to utilize it to maintain accounts of individuals along with companies.

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