**Course Content – Advanced Tally with GST**

**ABOUT THE COURSE**

| COURSE NAME: | ADVANCED TALLY WITH GST |
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| TOTAL DURATION: | 45 Hrs |
| MODE OF DELIVERY | PHYSICAL CLASSROOM TRAINING AT RESPECTIVE COLLEGES |
| TRAINER TO STUDENT RATIO: | 1:50 |
| TOTAL MARKS: | 75 |

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| **OVERALL COURSE OBJECTIVE:** | 1. Equip learners with comprehensive skills in using Tally software for accounting and incorporating the complexities of GST compliance<br><br>2. Efficiently create, modify and manage GST compliant transactions using Tally<br><br>3. Utilize Tally's features to enhance efficiency, make informed decisions, and contribute effectively in professional environments. |
| **LEARNING OUTCOME:** | 1. Master the Tally user interface, its features and efficiently operate the basic functionalities such as creating company profiles, ledgers, vouchers, bank reconciliations and advanced functionalities such as budgeting, scenario management, multicurrency transactions etc.<br><br>2. Perform inventory management functions including manufacturing processes, batchwise tracking, stock valuation, job costing etc.<br><br>3. Implement GST components such as CGST, SGST, IGST, UTGST, registration procedure and compliance requirement.<br><br>4. Perform GST transactions in Tally. Create and manage GST compliant transactions such as sales invoice, purchase invoice, journal entries etc. |

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| | 5. Apply TDS, TCS, GST concepts and filing procedures for statutory compliance. |
| | 6. Generate and file GST returns using Tally by using GST return forms. |
| | 7. Handle GST audits and assessments |
| | 8. Generate and analyze financial reports |
| | 9. Troubleshoot, identify and resolve discrepancies in GST transactions and GST compliances. |
| | 10. Configure Tally to suit specific business needs, ensuring data security and access control using .Net features in Tally |
| | 11. Familiarize with cloud integration, data synchronization and real-time collaboration features in Tally for the workplace. |
| **ASSESSMENT CRITERIA:** | 1. Accurate execution of basic operations (data entry/retrieval) |
| | 2. Accurate configuration of chart of accounts; Proficiency in setting up ledger configurations |
| | 3. Proficient use of advanced functionalities for complex tasks |
| | 4. Accurate execution of varied voucher entries; Correct identification and application of voucher types |
| | 5. Precision in executing complex voucher entries; Proficient use of advanced features for diverse transactions |
| | 6. Efficient reconciliation of bank statements; Identification and rectification of discrepancies within Tally |
| | 7. Accurate application of TDS concepts; Compliance with TDS regulations using Tally |
| | 8. Accurate setup and configuration of GST features; Correct alignment of GST calculations and settings in Tally |
| | 9. Precise filing of GST returns using Tally; Compliance with GST regulations and reporting procedures |

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| | 10. Effective management of inventory using Tally tools; Accurate execution of transactions related to inventory |
| | 11. Effective application of job costing principles; Handling job work intricacies accurately within Tally |
| | 12. Efficient management of payroll with accurate calculations; Precise application of deductions and benefits using Tally |
| | 13. Seamless data import/export using varied formats; Ensuring data integrity and accuracy during import/export |
| | 14. Effective implementation of security measures; Accurate regulation of access control and permissions |
| | 15. Conducting effective audits for data accuracy; Performing routine maintenance tasks for software integrity |

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| **Use Cases** | **Use Case 1:** Optimizing Complex Inventory Management Using Tally: A Case Study on Multi-location Warehousing and Real-time Tracking |
| | **Use Case 2:** Unlocking the Power of GST Compliance with Advanced Tally Techniques |
| | **Use Case 3:** Tally in the Cloud: Leveraging Cloud Computing for Scalability and Remote Access in Enterprise Accounting |
| | **Use Case 4:** Tally and Artificial Intelligence: Enhancing Predictive Analytics for Financial Planning and Forecasting |
| | **Use Case 5:** Automating HR and Payroll Functions with Tally: A Case Study on Efficiency Gains and Compliance Management |
| **Final Projects** | 1. Choose a small business scenario and describe the process of setting up a new company in Tally ERP9. Include steps for installing the license server, creating a data path, and managing company data. Analyze the significance of the Gateway of Tally and explore the user interface |

2. Extract a list of transactions typical to a business and create ledgers accordingly in Tally ERP9. Include practical examples such as creating multiple ledgers, altering existing ledgers, and deleting ledgers. Analyze the importance of accurate ledger management in accounting.

3. Take a few sets of transactions and mention the process of creating and managing groups in Tally. Use practical examples to demonstrate the creation, alteration, and deletion of groups. Analyze how organizing transactions into groups aids in efficient accounting.

4. Present a case where a business deals with physical goods, and set up the inventory in Tally. Include stock groups, stock categories, godowns/locations, units of measure, and stock items. Analyze the significance of each inventory component in Tally.

5. By using below provided a series of business transactions and record them using accounting vouchers, inventory vouchers, and invoicing in Tally. Analyze the proper use of each voucher type and how accurate voucher entry contributes to maintaining comprehensive financial records.

Business Transactions:

• Purchase of Raw Materials: Bought 1000 units of raw material at Rs. 10/- per unit.

• Manufacturing Process: Used 80 units of raw material in the production process.

• Finished Goods Production: Produced 50 units of finished goods.

• Sales to Customer: Sold 300 units of finished goods at Rs. 50/- per unit to Customer

   (Name: Ram Chandra).

- Receipt of Payment from Customer: Received Rs. 1,50,000/- from Customer (Name: Anand)

   against the sales invoice.

- Purchase of Office Supplies: Bought office supplies for Rs. 20,000/-.

6.    In a business scenario, demonstrate the use of bill-wise details, cost centers, and cost categories in Tally ERP9. Provide practical examples of multi currency transactions, bank reconciliation, interest calculations, and budgeting. Analyze how these advanced accounting features contribute to financial control.

7.    By Using below mentioned business dealing with inventory and preparing advanced inventory features in Tally. Include order processing, reorder level, tracking numbers, batch-wise details, additional cost details, Bill of Materials (BOM), and price level and price list. Analyze the importance of stock valuation and inventory aging analysis.

Sri Ram Electronics - Business Overview:

Sri Ram Electronics is a retail business that sells electronic gadgets such as smartphones, laptops, and accessories. The company manages a variety of products and often deals with different vendors for inventory procurement.

8.    Take a retail business scenario set up and use the Point of Sales (POS) features in Tally. Include POS invoicing and generating POS reports. Analyze the advantages of using Tally for retail transactions and point-of-sale management.

9.    Explore job costing in Tally by configuring job costing settings, creating master records, and recording transactions related to a specific job. Generate job costing reports and Analyze how Tally facilitates accurate

tracking and analysis of costs associated with different jobs.

10. In a multinational business context, Configuring Tally for multilingual capability. Demonstrate how to create masters, enter transactions, and generate reports in multiple languages. Analyze the significance of multilingual capability in businesses with diverse language requirements.

11. Explore the security features in Tally, including Tally Vault, Security Control, and Tally Audit. Demonstrate how these features contribute to data security and integrity in a business environment. Analyze the steps to perform backup, restore, and split company data for effective data management.

12. Go through the below provided business scenario involving data exchange and, perform import and export operations in Tally. Include ODBC connectivity and Analyze the benefits of using Tally for data synchronization. Explore the online help resources available for troubleshooting and guidance.

Business Scenario:

TechGadgets Inc. - Business Overview:

TechGadgets Inc. is a retail company specializing in electronic gadgets. The company sources its products from various suppliers and sells them through its retail outlets. To streamline its operations, TechGadgets Inc. needs to import supplier data and export sales data for analysis.

13. Guide Mr. Ram (Mr. Ram is new to the Tally Software) through the overview of Tally.NET features, including configuring Tally.NET and connecting a company on Tally.NET. Instruct them on creating remote users, authorizing remote users, and enabling remote access. Analyze the advantages and security considerations of using Tally.NET

14. Demonstrate the concept of the Control Center in Tally, covering installation, activation, and logging in. Show how to manage accounts using the control center, emphasizing its role in streamlining application management. Analyze the benefits of centralized control in Tally.

15. Describe how to utilize the support features in Tally, including the Support Center. Explore the various features of the Support Center and, accessing and using it for troubleshooting and obtaining assistance. Analyze the importance of online help and support in maintaining efficient Tally operations.

16. By using the provided business scenario below and create the process of implementing Goods and Services Tax (GST) in Tally. Cover the configuration of GST features, creation of masters, entry of transactions, and generating GST reports. Analyze the practical aspects of GST filing using Tally.

Business Scenario:

ElectroMart - Business Overview:

ElectroMart is a retail company that sells electronic appliances such as refrigerators, washing machines, and televisions. The company operates in a country where GST is applicable, and ElectroMart needs to implement GST in its Tally software to ensure compliance with tax regulations.

17. In the below business Scenario, Create the configuration of payroll in Tally. Include the creation of payroll masters and the processing of payroll transactions. Analyze the importance of accurate payroll processing and its impact on financial records.

Business Scenario:

TechSolutions Ltd. - Business Overview:

TechSolutions Ltd. is an IT services company with a growing employee base. The company needs to efficiently manage payroll, including employee salaries, deductions, and statutory compliance, using Tally.

18. Instruct Mr. Ramesh to account for employer PF and ESI contributions and the payment of Professional Tax in Tally. Provide practical examples and demonstrate the steps involved in implementing payroll and compliance entries. Analyze the legal and financial implications of these entries.

19. Take employee salary details, attendance entries, and other relevant data. And show how to perform payroll accounting in Tally, covering pay heads, categories, and the creation of paysheets and payslips. Analyze the importance of accurate payroll accounting for financial reporting.

20. Take below mentioned scenario where finalization entries need to be made in Tally. Guide Mr. Sitha Ram through the process of recording depreciation entries, creating general reserves, provisions for taxation, bad debt reserves, and transferring profits in a partnership firm. Analyze the significance of each finalization entry.

Business Scenario:

Sunrise Electronics Pvt. Ltd. - Year-End Finalization:

Sunrise Electronics Pvt. Ltd. is a company engaged in the manufacturing and sale of electronic gadgets. The financial year for the company ends on March 31st, and it's time to make finalization entries in Tally to prepare financial statements and close the books for the year.