



AMA COMPUTER ACADEMY ADVANCED TALLY



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Advanced Tally

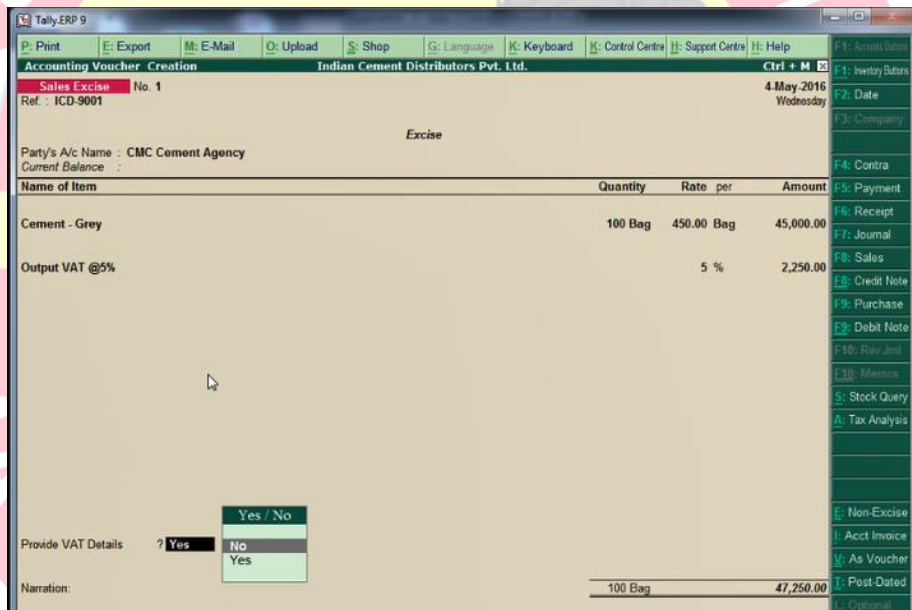
(Certificate in Advanced Accounting with Tally ERP)

Advance Accounting Tally



Skills: Creating Group, Entry of Registration Fees, Activation of Service Tax, Provision and Depreciation Entries, Pass the Transaction, Create Units of Measure, Activation of Interest Calculation, Activation of CST, Multiple level pricing, Interest Calculation, Simple Interest, Set up and Configuration

Outputs: Balance Sheet, Credit sales Entry, Create Sales Excise Voucher, Ledger Creation, Create Stock Go-down, Checking Order, Create Stock Item, Voucher Creation, Cost Centre Creation



Sales Excise Voucher

Liabilities		Assets	
Modern Traders as at 1-Jan-2016		Modern Traders as at 1-Jan-2016	
Capital Account	10,00,000.00	Fixed Assets	4,75,000.00
<i>Rajiv Jain Capital A/c</i>	<u>10,00,000.00</u>	Computers	50,000.00
Loans (Liability)	2,50,000.00	Furniture and Fixtures	2,00,000.00
Unsecured Loans	<u>2,50,000.00</u>	Motor Vehicle	1,00,000.00
Current Liabilities	5,34,000.00	Office Equipments	1,00,000.00
Provisions	84,000.00	Printer (Laser)	15,000.00
Sundry Creditors	<u>4,50,000.00</u>	Printer (Dot Matrix)	10,000.00
Profit & Loss A/c		Current Assets	8,38,000.00
Opening Balance		Closing Stock	
Current Period		Deposits (Asset)	1,01,000.00
		Sundry Debtors	2,37,000.00
		Cash-in-hand	2,00,000.00
		Bank Accounts	3,00,000.00
		Diff. in Opening Balances	4,71,000.00
Total	17,84,000.00	Total	17,84,000.00

Detailed Syllabus:

Advanced Tally

Advanced Accounting

Cost Centres, Cost Categories and Cost Centre Class

- Creating different ledgers
- Creating different cost categories and Centres
- Making different types of voucher entries
- Viewing different cost center reports

Interest Calculations

- Activating Interest Calculation
- Interest on Outstanding Balances
- Ledger Interest
- Interest on Invoices, Interest Parameters
- Debit Note Interest
- Calculating Interest in Advanced Mode

Budgets and Controls

- Budgets Introduction, Activation and Types
- Closing Balance Budget
- Ledger Budget Report
- Cost Centre Budget & Report
- Basic Knowledge of Standard Costing
- Ratio Analysis, Cash Flow and Funds Flow

TDS and TCS

Reversing & Memorandum Journal Voucher

- Using the Reversing Journal
- Altering the Reversing Journal and Memorandum Voucher
- Using the Memorandum Voucher
- Register Display and Altering the Memorandum Voucher
- Optional Vouchers

Advanced Inventory- Reorder Levels

- Activating the Reorder Levels Feature
- Simple Reorder Levels and Advanced Reorder Levels
- Recording Reorder Levels for Stock Groups
- Viewing Status of Reorder Levels

Pre-closure of Order

- Pre-closing Order from Purchase Sales Order Vouchers
- Pre-closing Order from Receipt Delivery Notes
- Pre-closing Order from Sales Order Voucher Delivery Note
- Pre-closing Order from Sales Invoice
- Pre-closing Order from the Order Details Screen

Item Cost Tracking

- Enabling the Item Cost Tracking Feature
- Creating Sales and Purchase Orders

- Creating Manufacturing Ledgers
- Viewing Item Cost Analysis Reports
- Price Levels and Price Lists

Point of Sale (POS)

- Creating POS Invoices
- Using Multiple Payment Modes

Banking

- Banking Feature
- Cheque Management

e-Payments

- e-Payments Benefits, Modes
- Exporting Payment Instructions and Different e-Payments Reports
- Bank Reconciliation

Sources of Financing

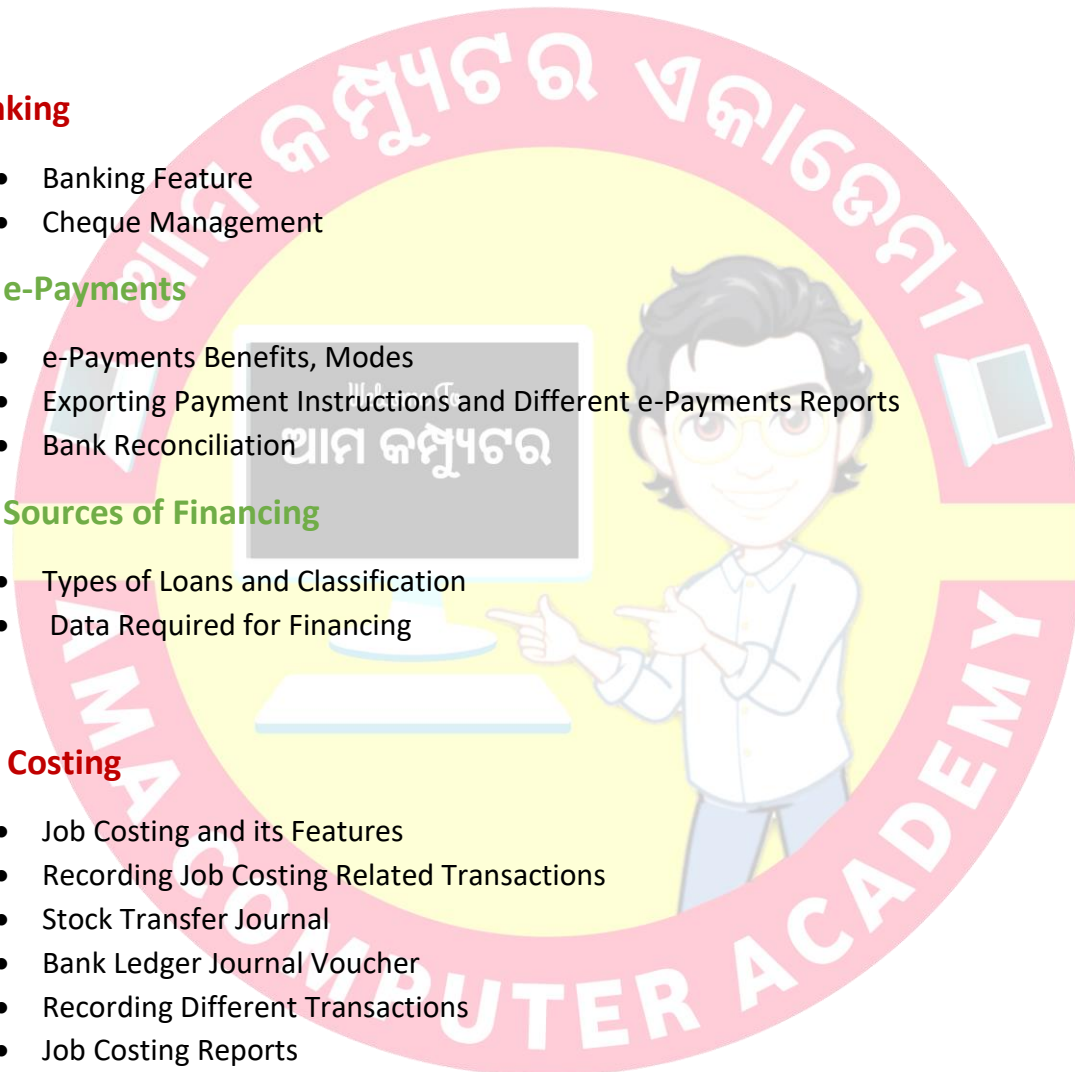
- Types of Loans and Classification
- Data Required for Financing

Job Costing

- Job Costing and its Features
- Recording Job Costing Related Transactions
- Stock Transfer Journal
- Bank Ledger Journal Voucher
- Recording Different Transactions
- Job Costing Reports
- Job Work Order
- Job Work Out Reports
- Job Work In Order
- Job Work In Reports

Advanced Payroll

- Payroll and Statutory Details



- Creating Different Pay Heads 2
- Creating Employee
- Creating Employee in Employee Groups
- Defining Salary Details and Processing Salary Payments
- Processing Salary Payment and Administration Charges
- Creating Salary Payments and PF Payment
- ESI ,NPS and Professional Tax Payments
- Viewing Different Payroll Statutory Reports
- ESI Reports
- Professional Tax and NPS Reports
- Gratuity and Pay Head
- Defining Salary Details
- Processing Salary Payments and Administration Charges

Income Tax

- Create New Pay Head for Income Tax
- Adding Income Tax Components for Different Pay Heads
- Declaring Income Tax
- Deductions Under Chapter VI-A and Other Deductions
- Employer Details Attendance and Payroll Voucher
- Statutory Pay Heads and Salary Payment
- View Different Income Tax Reports

GSTR 1, 2, 3B and E-waybill

- View the GSTR-1 report
- Return, Format and HSN SAC Summary
- Unique Quantity Code and Document Summary
- Voucher Reconciliations and Statutory Adjustments
- Sales Voucher and GSTR-1 Report
- Resolve Voucher and Statutory Adjustment
- Exporting and Uploading the Report
- Different sections of the GSTR-2
- GSTR-3B and Exporting the Reports
- Recording Multiple Transactions for e-Way Bill Generation
- Recording Multiple Transactions required for the e-Way bill
- Generate and Export the e-Way Bill

Access Controls and Security Management

Data Synchronization

SME Query

Control Centre



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