



Shaheed Bhagat Singh Evening College



(University of Delhi)

(Assessed and Accredited by NAAC With GRADE 'A' {CGPA 3.36})

Sheikh Sarai, Phase II, New Delhi 110017

Announces Add-On Course

Tally Certification

TallyEssential Level 1, Level 2 and Level 3
in Collaboration with Tally Institute of Learning

Tally Certification
will enable you to become

- ✦ Accounts & Finance Executive
- ✦ Accounts Manager
- ✦ Taxation Assistant
- ✦ Commercial Assistant
- ✦ Internal Auditor
- ✦ Finance Co-ordinator
- ✦ Tally Software Instructor



शहीद भगत सिंह

(२७ सितम्बर १९०७-२३ मार्च १९३१)

इस प्रतिमा का अनावरण

माननीय श्री माधव राव सिधिया

संसद सदस्य

के कर कमलो द्वारा

दिनांक २५ मार्च १९६४

को सम्पन्न हुआ।

डॉ. नफीस अहमद सिद्दिकी

प्रधानाचार्य



(Authorized Partner of Tally Institute of Learning)



Duration: Hours [35]

TALLY ESSENTIAL LEVEL-1

Module: 1 Fundamentals of Accounting

- Introduction
- Meaning of Accounting
- Terminologies used in Accounting
- Concepts of Accounting
- Double Entry System of Accounting
- Rules of Debit and Credit
- Recording of Business Transactions
- Trial Balance
- Financial Statements
- Subsidiary Books & Control Accounts
- Control Accounts
- Computerised Accounting

Module: 2 INTRODUCTION TO TALLYPRIME

- Introduction & Features
- Downloading and Installation
- Types of Licenses in TallyPrime
- Activate New License
- Reactivate License in TallyPrime
- Use License from Network in a Multiuser Environment
- Working in Educational Mode
- Company Creation and Setting up Company Features in TallyPrime
- Getting Started with TallyPrime
- F12 Configuration in TallyPrime
- Alter Company Details
- Shut the Company

Module: 3 MAINTAINING CHART OF ACCOUNTS

- Introduction
- Chart of Accounts
- Creation of Masters in TallyPrime
- Accounting Masters
- Inventory Masters
- Alteration of Masters in TallyPrime
- Deletion of Masters in TallyPrime
- Multi-Masters Creation and Display of Chart of Accounts

Module: 4 Recording & Maintaining Acc. Transactions

- Introduction
- Recording Transactions in Tally
- Recording Accounting Vouchers in TallyPrime

Module: 5 BANKING

- Introduction
- Banking Payments
- Cheque Printing
- Deposit Slip
- Payment Advice
- Bank Reconciliation

Module: 6 Generating Statements & MIS Reports

- Introduction
- Final Accounts Reports in Tally
- MIS Reports in Tally

Module: 7 DATA SECURITY

- Security Control
- Activation of Security Control
- Creation of Security Levels
- Accessing the company using Security Levels
- Auto Login & TallyVault

Module: 8 COMPANY DATA MANAGEMENT

- Backup & Restoring Company Data
- Company Data Repair
- Migration of Tally.ERP 9 Company Data to TallyPrime

Module: 9 GST [Goods & Service Tax]

Career Opportunities

- ✓ Accounts Executive
- ✓ Financial Controllers
- ✓ Financial Advisors
- ✓ Tally Software Instructor
- ✓ Banking, Sales & Marketing & More



Duration: Hours [35]

TALLY ESSENTIAL LEVEL-2

Module: 1

Storage & Classification Of Inventory

- Introduction
- Supply Chain
- Inventory Management
- Inventory Masters in TallyPrime
- Tracking of Movements of Goods in Batches/Lots
- Price Levels and Price Lists

Module: 2

Accounts Receivable & Payable Management

- Introduction
- Accounts Payable and Receivable
- Maintain Bill-wise Entry
- Activation of Bill-wise Entry
- Specifying of Credit Limit for Parties
- Splitting of Credit Sale Into Multiple Bills
- Payment Performance of Debtors
- Bills Payable and Receivable Reports in TallyPrime

Module: 3

Purchase & Sales Order Management

- Introduction
- Purchase Order Processing
- Sales Order Processing
- Order Outstandings
- Reorder Level
- Godown Transfer in TallyPrime

Module: 4

Tracking Additional Costs of Purchases

- Introduction
- Configuration of Additional Cost of Purchases in TallyPrime

Module: 5

Cost/profit Centres Management

- Introduction
- Cost Centre and Cost Categories
- Cost Centre Reports

Module: 6

Budgets & Scenarios

- Introduction
- Creation of Budget
- Recording Transactions
- Display Budgets and Variances Reports for Group Budget
- Scenario Management

Module: 7

Generating & Printing Reports

- Introduction
- On the Fly Reporting
- Inventory Reports
- Financial Reports
- Books & Registers
- Printing of Invoice and Report

Module: 8

GST[Goods & Service Tax]

Module: 9

Case Studies

Career Opportunities

- ✓ Accounts Executive
- ✓ Financial Controllers
- ✓ Financial Advisors
- ✓ Tally Software Instructor
- ✓ Banking, Sales & Marketing & More



Duration: Hours [35]

TALLY ESSENTIAL LEVEL-3

Module: 1 GOODS & SERVICE TAX

- Introduction to GST
- Why GST?
- E-Way Bill
- GST e-Invoicing
- GST in TallyPrime
- Hierarchy of Calculating Tax in Transactions
- Recording GST compliant transactions
- E-Way Bill Report in Tally
- Input Tax Credit Set Off against Liability
- GST Tax Payment
- Generating GST Returns for Regular Dealer in Tally
- Filing GST Returns in Tally
- Generating e-Invoice in TallyPrime
- Quarterly Return Monthly Payment Scheme
- Composition Dealer under GST Regime

Module: 2 TAX DEDUCTED AT SOURCE

- Introduction to TDS
- Basic Concepts of TDS
- TDS Process
- TDS in TallyPrime
- Configuration of TDS at Different levels
- Recording TDS Compliant Transactions in TallyPrime
- TDS Exceptions
- TDS Payment to Department
- TDS Report
- Changes in TDS rates from 1st April 2021

Module: 4 MOVING TO THE NEXT FINANCIAL YEAR

- Introduction
- Changing Current Period and continue voucher entry in the same company data
- Company data handling through Export and Import of data
- Split Company Data
- Create a new company and maintain books of accounts for the new financial year
- Creating Group Company Data
- Comparative Final Accounts Reports of Two Companies

Module: 3 MANAGEMENT OF BUSINESS DATA

- Introduction
- Exporting of data in available formats
- Export and Import of Data
- Open Database Connectivity (ODBC)
- Printing of Company Logo on Vouchers, Invoices & Reports

Module: 5 GST [Goods & Service Tax]

Module: 6 Case Studies

Career Opportunities

- ✓ Accounts Executive
- ✓ Financial Controllers
- ✓ Financial Advisors
- ✓ Tally Software Instructor
- ✓ Banking, Sales & Marketing & More



Tally

POWER OF SIMPLICITY



Certificate of Merit

This certificate is awarded to
(Name of the student)

Son/Daughter of

for successfully completing
TallyEssential Level 3
and securing Grade A

Place of Issue: Bengaluru
Date Certified: 20-Nov-2021
Release: Prime 1.1

A handwritten signature in black ink, appearing to read "Bhuvaneshwari B".

Bhuvaneshwari B
Chief Executive Officer
Tally Education Pvt. Ltd.

Certificate No: 908277084

Institute Name

Shaheed Bhagat Singh Evening College (University of Delhi)

Tally Education Pvt. Ltd., a group company of Tally Solutions Pvt. Ltd., is the only entity authorised to issue certifications on Tally.

This certificate can be verified at www.tallyeducation.com

Syllabus

TallyEssential Level 3

(Taxation and Compliance)

Goods and Services Tax (GST)

Tax Deducted at Source

Management of Business Data

Moving to the Next Financial Year

Tally Certifications

| Get Started | Be an Expert | Get Specialized |
|---|-------------------|---|
| TallyEssential Level 1 TallyEssential Level 2 TallyEssential Level 3 TallyEssential Comprehensive *Financial Accounting using Tally *Basics of Tally | TallyProfessional | GST using Tally GCC VAT using Tally TDS using Tally |

**Available in Schools & Colleges only*

Overall Grade

| Score Range | Grade |
|-------------------------|----------------|
| $\geq 75\%$ | A ⁺ |
| $\geq 60\%$ to $< 75\%$ | A |
| $\geq 36\%$ to $< 60\%$ | B |
| $< 36\%$ | C |

TallyEssential Certification Programme

TallyEssential is a comprehensive certification programme on Computerised Accounting with TallyPrime
Further it is divided into three levels-

| S.No | TallyEssential Course | Job Roles |
|------|--------------------------|--|
| 1. | TallyEssential - Level 1 | Recording & Reporting |
| 2. | TallyEssential - Level 2 | Accounts Payable & Receivable and Inventory Management |
| 3. | TallyEssential - Level 3 | Statutory Compliance (GST&TDS) |

Assessment Duration and Questions

| Module | Assessment Duration | Number of Questions |
|---------------------------|---------------------|---------------------|
| TallyEssentials - Level 1 | 45 Mins | 60 Questions |
| TallyEssentials - Level 2 | 45 Mins | 60 Questions |
| TallyEssentials - Level 3 | 45 Mins | 60 Questions |

TallyEssential – ELEMENTS



HYBRID-LEARNING MODULE

A Hybrid-learning module enables you to learn the course through text and interactive video content



DIGITAL CONTENT

Digital content comprises of explainer videos, tutorial videos, quizzes, infographics ensuring a delightful learning experience



ASSESSMENT

Assessment comprises of questions such as: MCQs, match the following, and image based questions



CASE STUDY

Case studies on "Real Life Business Scenarios" will be provided to you before you complete the courses



CERTIFICATION

Industry- preferred certification will be provided to differentiate yourself among others and take your career to the next level

BENEFITS OF TALLY CERTIFICATION FROM SHAHEED BHAGAT SINGH EVENING COLLEGE (DU)

- Reasonable Fees
- Ideal Size of a Batch (40 Students only in a batch)
- Get Verifiable Certification directly from parent company - Tally
- Learning through Tally official Digital Courseware (Hybrid content)
- Get hands on experience on Tally MUL (Multi User License Software) while learning
- Placement assistance through Student Job Portal
- Access to videos and additional learning through Student Portal
- Access to Multiple Mock Assessments before appearing for the Final Assessment
- Access to Tally Education mobile app

TRAINING BY TALLY CERTIFIED TRAINERS

Offline Weekend Programme (1st Batch will start in 2nd week of June 2022).



* Online Programme also available.

| Training & Assessment | Duration | For SBSEC Students Fee (INR)* | For Outside Students Fee (INR)* |
|--------------------------|----------|-------------------------------|---------------------------------|
| | | Per Candidates | Per Candidates |
| TallyEssential - Level 1 | 35 Hrs | 5000/- | 6000/- |
| TallyEssential - Level 2 | 35 Hrs | 5000/- | 6000/- |
| TallyEssential - Level 3 | 35 Hrs | 5000/- | 6000/- |

For registration Click on QR Code mentioned below.

REGISTER HERE



FOR MORE INFORMATION, CONTACT:

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Prof. Dr. S.K. Sinha
(Principal)

Vinod J Kaul
(Teacher-In-charge, Commerce)

M.C. Sharma
(Course Co-ordinator)