

Hou r	Student	Faculty	Presentation
Month – 1 – Accounts & Basic Inventory			
1	Fill up Journal entries manually	Introduction to Tally.ERP 9, Explain Credit/Debit using Presentation	Basics of Accounting 1
2	Fill up Ledgers & Trail Balance	Explain Posting in Ledger & Trial Balance Using presentation	Basics of Accounting 2 & 3
3	Fill up Profit & Loss & Balance Sheet. Sign the Job Card	Explain P&L, Balance Sheet. Sign the Job Card	
4	1. Learn how to Create, Alter & Delete Company. 2. Learn how to Create, Alter & Delete Ledgers. 3. Practice what was taught.	1. Show Company Creation, Alteration & Deletion (CAD). Show Data anywhere concept. 2. Create the folder of the Student on the server and explain that he has to do all his work in that folder only for his evaluation. 3. Explain CAD of Ledgers and Explain Pre-Created Ledger Cash.	Basics of Accounting 4 & 5
5	Learn how to do the data entry in Tally.ERP 9	1. Explain Voucher Entries, Explain F9, F8, F5, F6, F4 & F7. 2. Explain why all the voucher entries cannot be done using F7 only. 3. Explain the configuration Single entry mode, Use Cr/Dr instead of To/By & Allow Cash Accounts in Journal	Basics of Accounting 6
6	Create the company Champs Soft Drinks and do the entries of the vouchers you had filled in manually. Sign the Job Card	Show Reports – Ledgers, Trial Balance, P&L & Balance Sheet Sign the Job Card	Basics of Accounting 6 & 7
7			
8	Buffer	Buffer	
9	Understand the entries of April 2011 of the company Team Work Computers	Demonstrate & Explain Capital as Receipt Entry, Explain Drawing as Payment, Explain Assets, Cash Purchase/Sales & Credit Pur/Sale, Explain the Configuration Allow Income A/c. in Sales Voucher. Discuss Transactions of April 2011.	Accounts 1 & 2
10	Create the Company Team Work Computers	1. Explain how to Alter Vouchers.	Accounts 2
11	Configure it and complete the transactions of April 2011. Show the Trial Balance of April 2011. Sign the Job Card	2. Day Book & Selection of Date & Period in Day Book. 3. Check Trial Balance of April 2011. Sign the Job Card	
12	Complete Transaction from May to Jun 2011	1. Check Trial Balance of Jun 2011.	Accounts 3,4

13	Complete Transaction from Jul to Sep 2011	1. Explain Configuration Allow Expenses & Fixed Assets in Purchase Vouchers . 2. Check Trial Balance of Sep 2011.	Accounts 5,6,7
14	Complete Transaction from Oct 11 to Feb 2012	Check Trial Balance of Feb 2012.	Accounts 8,9,10,11,12
15	Lecture on Year End – Assets Related Entries	Explain & Demonstrate Prepaid Insurance, Bad Debts, Depreciation, Closing Stock of Consumables & Closing Stock of Goods.	Accounts 13
16	Complete Entry Nos.: 131 to 139		Accounts 13
17	Lecture Year End – Liability Related Entries	1. Explain & Demonstrate dynamic year end handling by extending the period from 1-Apr-11 to 21-Mar-13. 2. Explain Provisional Entries and there reversals in the next year. Explain entry related to Interest on Loan, Transfer of Drawings & Profit to Capital A/c. 3. Explain the Procreated Ledger Profit & Loss A/c referring to zeroing of nominal accounts. 4. Also explain the effect of Loss on the Capital.	Accounts 13
18	Complete Entries of Mar 2012 & April 2012 Sign the Job Card	Check Trial Balance, P&L & Balance Sheet of Marc 2012. Sign the Job Card	Accounts 13
19	Display & Understand Reports	Explain Reports	Accounts 13
20	Lecture on Tally.ERP 9 Pre- Created Groups	Explain Pre created groups	
21 Vol2 L-1	Lecture Basic Inventory Transactions & Invoice. Do the practical for the same.	1. Show Company Creation with method Accounts with Inventory. 2. CAD of Units, Explain Importance of decimal place. 3. CAD of Stock Items and allocating units. 4. Show Purchase and Sale with stock items in Invoice format. Enter supplementary details and show printed Invoice, Zoom & Print it. 5. Explain the Importance of Invoice. 6. Create a Stock Item without Unit & show its effect. 7. Stock Summary with Inward, Outward Columns. 8. Drill down to Monthly, Stock Voucher & Voucher level.	Accounts & Inventory (Acc&Inv) 01
22 Vol2 L-2	Lecture on Various Formats of Data Entry for Purchase & Sales Voucher. Do the practical for the same.	1. Importance of Invoice Configuration Use Common Ledger A/c 2. Explain Inventory Values are affected set to Yes during creation of Ledgers of Sales & Purchase. 3. Sales & Purchase – As Voucher / As Invoice (Ctrl + V) 4. Item Invoice & Accounting Invoice (Alt + I)	Acc&Inv – 02

23 Vol2 L-3	Lecture on Creating Account Groups.	1. With reference to pre created sub groups explain CAD of Groups 2. Masters Configuration Allow ADVANCED Entries in masters and its importance related Creation of Primary Group. 3. Explain Group behaves like Sub Ledger in Group Creation.	Acc&Inv – 02
24	Practical of Account Groups	1.Explain Tally Fort, Columnar Report, Nett Total in Transactions. 2. Explain Configuration Expand All Levels in detailed format.	
25	Examination 1		

Hou r	Student	Faculty	Presentation
Month – 2 – Advance Accounts & Inventory			
1 Vol2 L-4	Voucher Types and Creation of Voucher Type for Petty cash.	1. Creating Petty Cash Ledger and its difference from Cash. 2. Create Voucher Type for Petty Cash. 3. Voucher Numbering, Auto, Manual & None. 4. Advance Configuration of Auto Voucher Numbering. 5. Explain Common Narration & Narration for each entry. 6. Explain Voucher Class and Automation of entry due to it. 7. Create Specific Vouchers for Bank & Cash Payments.	Acc&Inv – 07
2	Practical of Voucher Type Creation	1. DSS for List of Vouchers. 2. Columnar Voucher Register. 3. Voucher Printing	Acc&Inv – 07
3 Vol2 L-5	Bill Wise Outstanding Receivables	1. Explain Importance of Maintaining Balances Bill by Bill and compare it with Ledger Report. 2. New Ref. and Agst. Ref. Concept. 3. The setting Maintain balances bill-by-bill in ledger creation. 4. The setting Default Credit Period in ledger creation. 5. Explain Invoice Configuration Use Defaults for Bill Allocations. 6. Explain Voucher Configuration Show Table of Bill details for Selection. 7. Explain entries till 5.7.6 8. With Ref. of Diamond Hotel explain Ledge Report and Conformation of A/c. 9 Bill wise details of Diamond Hotel & Payment Reminder Letter.	

4	Practical of Bill Wise Outstanding till point 5.8.4	
5 Vol2 L-6	1. Understand Aging Analysis Reports 2. Learn Adjustment of Advance Received. 3. Complete Practical from 5.8.5	1. Explain Configuration Show overdue using Bill Date. 2. Explain Configuration Range of Bills to Show: Over Due/Pending 3. Explaining Aging Analysis report with age slabs <30, 30-60 & >90 4. Demonstrate Advance Received, Sales Entry followed by Receipt and its adjustment against Advance and the Sales. 5. Explain the Configuration Pre-Allocate Bills for Payment/Receipt/Journal
6 Vol2 L-7	Bill Wise Outstanding Payable	1. Allocation of Ref. to Ledger Opening Balances and explain On Account. 2. Adjustment Against On Account. 3. Show Outstanding Payable referring to Dukes India Ltd. 4. Explain Effective Dates of Vouchers 5. Show payable report and the effect of Effective Date in it.
7	Complete Practical for Bill Wise Outstanding	
8	Buffer	Buffer
9 Vol2 L-8	Interest on Loans Given (Compound Interest) Do Practical for the same.	1. Explain difference between Simple & Compound Interest. 2. Activating Interest Calculation and Creating Ledgers with Interest parameters 3. Show Creation of Voucher Type under Debit Note in order to automate the process of calculating and posting the interest on Loans Given (Asset). 4. Receipt of Loan Amount (Deduction from Salary)
10 Vol2 L-9	Simple & Compound Interest on Bills Receivable	1. Explain Relation of Maintaining Ledger balance Bill wise and the Interest Parameter Calculate Interest Transaction by Transaction in order to calculate simple interest. 2. Demonstrate the Parameter Override Parameters for each transaction and explain the problem of using it with the Sales invoice configuration Use Defaults for Bill Allocations. 3. Use the Outstanding Bills Receivable report of Trupti Constructions to display the Ref. Nos. created during interest posting resulting Simple Interest. 4. Compare it with Abhinav Developers. Explain the merging of Interest Ref. and Sales Ref. resulting in compound interest.
11	Practical of Interest on Bills Receivable	
12 Vol2	Interest on Loans Given (Simple Interest) Do Practical for the same.	1. Explain that Simple Interest could be Calculated because the ledger was been maintained bill wise in the previous lesson.

L-10		2. Maintaining the Loan A/c. bill wise in order to calculate simple interest by using the feature Maintain Bill-Wise Details for Non-Trading A/cs also.
13 Vol2 L-11	Interest Payable on Outstanding Payables & OD	1. Activate Advanced Parameters for Interest Calculations and explain: a) Explain Applicability – Always / Past Due Date, b) Calculate From – Date / Due Date / Eff. Date. c) Methods of Rounding d) Applicability of Interest for a period
14	Practical of Interest Payable	
14	Buffer	Buffer
15 Vol2 L-12	Bank Reconciliation	1. Explain the delay involved in appearance of transaction in banks passbook. Explain Voucher Date and Bank Date. 2. Explain Entries of Previous year not yet reflected in bank (Opening BRS) 3. Explain Bank Charges & Commissions deducted by the bank from our account 4. Revise the configuration Allow Cash Accounts in Journal. 5. Demonstrate and explain from the practical hand book.
16	Bank Reconciliation Practical	
17	Cheque Printing Practical Cheque Printing	6. Demonstrate Cheque Printing
18 Vol2 L-13	Using Multiple Currencies	1. Need of Using Currencies other Than Rupee & activating Multi Currency. 2. Rate of Exchange – Standard, Purchase & Sales Rate. 3. Creating Currency symbols like Yen, Pound, Euro & Entering Exchange Rates. 4. Understanding Forex Gain / Loss and its adjustment using Journal Class.
19	Practical Using Multiple Currencies	
20 Vol2 L-14	Understanding Direct / Indirect Expenses & Incomes. Do practical for the same.	1. Explain Direct Expenses with reference to Manufacturers. 2. Direct Expenses for a Trader. 3. The effect of the feature Income/Expense Statement instead of P & L on the pre created group Direct Income & Direct Expense.
21 Vol2 L-15	Additional Cost of Purchase	1. Importance of Adding Expenses incurred in procuring goods in the Purchases and increasing the rate of stock item thereby increasing the closing stock. 2. Calculations for Appropriation based on Quantity & Value. 3. Demonstrate different ways by which additional costs may be entered. 4. Show its effect on Stock Summary
22	Practical of Additional Cost of Purchase.	

23 Vol2 L-16	Integrating Accounts & Inventory	<ol style="list-style-type: none">1. Closing Stock - Inventory enabled company.2. Physical Stock Register and its effect on Closing stock.3. Pre created Group Stock-in-Hand and entering opening and closing stock.4. Effect of Closing Stock on Trading/Manufacturing Account & Balance sheet.
24	Practical of Integrating Accounts & Inventory	
25	Examination 2	

Hou r	Student	Faculty	Presentation
Month – 3 – Advance Inventory			
1	Using Alternate and Compound Units for Stock Items	<ol style="list-style-type: none"> 1. Creating Simple & Compound Units. Demonstrate Creation of a Compound unit from a single unit and a compound Unit (3 Simple Units forming a compound unit) 2. Master Configuration Use ALLTERNATE UNITS for stock Items. 3. Using 3 or more units for a stock item. Explain that Main & Alternate Unit cannot have a common simple unit. 4. Entering the Quantity and per fields with units. 5. Configuring Stock Summary to show Alternate Units & the stock in Tail units. 	
2	Practical of Alternate & Compound Units		
3	Classification of Stock Items	<ol style="list-style-type: none"> 1. Importance of Creating Groups and understanding Not Applicable 2. Explain necessity of creating Stock Categories. 3. Stock Summary Group wise and Category wise. 4. Demonstrate filtering a particular category in group summary and vice versa. 5. Show Stock Query and demonstrate how to view items of the Same category 	
4	Practical of Stock Groups & Categories		
5	Purchase Orders → Purchase	<ol style="list-style-type: none"> 1. Explain the Importance of Purchase Orders (PO) and Delivery Schedule. 2. Invoice / Order Entry Configuration – Accept Supplementary Details 3. Demonstrate Purchase Entry against PO. 4. Explain Pending, Cleared & Goods received and orders not given. 5. Pre closer of PO & Reopening of Pre Closed PO's. 6. Filtering Order report Customer wise / Item Wise and on basis of both. 7. Printing of PO's 	
6	Practical of Purchase Order Processing		
7	Sales Orders → Sales	<ol style="list-style-type: none"> 1. Explain Sales orders with reference to PO's 2. Using the method Not Applicable and New Number 3. Explain the Configuration Complete Accounting Allocations in Order / Delivery Note 	
8	Practical of Sales Order Processing		

9	Goods Receipt Note → Purchases	<ol style="list-style-type: none"> 1. Importance of Tracking Numbers and its use in case of Goods Inward. 2. Entering Ref. No. as Suppliers Delivery Note No. and using it as a Tracking No. 3. Using the method Not Applicable and New Number 4. Explain Pending, Cleared and Bills Received and Goods not received.
10	Practical - Purchase Against Goods Receipt Note	
11	Delivery Note → Sales	<ol style="list-style-type: none"> 1. Importance of Tracking Numbers and its use in case of Goods Outward. 2. Importance of Delivery Note (Delivery Challan). Printing Delivery Challan. 3. Using the method Not Applicable and New Number 4. Explain Pending, Cleared and Bills Made but Goods not Delivered.
12	Practical Delivery Note	
13	Using Debit Note as Purchase Return Do the Practical for the Same.	<ol style="list-style-type: none"> 1. Using Invoice format of Debit Note for Purchase Return & Printing it. 2. Show the effect on Ledger & Stock Summary.
14	Using Credit Note as Sales Return Do the Practical for the Same.	<ol style="list-style-type: none"> 1. Using Invoice format of Credit Note for Sales Return. 2. Show the effect on Ledger & Stock Summary.
15	Rejection Out → Debit Note Do Practical for the Same	<ol style="list-style-type: none"> 1. Importance of Tracking Numbers and its use in case of Rejection Out. 2. Debit Note against the Rejection Out Entry.
16	Rejection In → Credit Note Do Practical for the Same	<ol style="list-style-type: none"> 1. Importance of Tracking Numbers and its use in case of Rejection In. 2. Credit Note against the Rejection In Entry.
17	Reorder Level Monitoring (ROL)	<ol style="list-style-type: none"> 1. Explain importance of maintaining ROL for Stock Items. 2. Explain what is Daily Consumption, Lead Time, Safety Stock & Order Quantity 3. Explain the effect of Purchase & Sales Order on ROL. 4. Explain what is Net Available and Saleable Stock. 5. Demonstrate entering ROL in Simple & Advance Mode
18	Practical of Reorder Level Monitoring (ROL)	<ol style="list-style-type: none"> 1. Explain the Reports.
19	Maintain Batch wise Details	<ol style="list-style-type: none"> 1. Importance of Batch Number. 2. How maintaining goods batch wise will help in issuing stock by FIFO or LIFO. 3. Importance of the Configuration Honour Expiry Date usage for Batches. 4. Tracking of Manufacturing & Expiry Dates. 5. Ageing analysis of stock based on Date of Manufacturing, Purchase & Expiry. 6. Tacking of Batch Numbers. 7. Printing Invoice with Batch wise details.
20	Practical of Maintain Batch Wise Details	

21	Maintain Multiple Godowns	<ol style="list-style-type: none"> 1. Maintaining Multiple Stock Locations. 2. Transfer of Material from one location to other using Stock Journal. 3. Transfer of Material using a Voucher Class under Stock Location. 4. Stock Summary with Godowns and Godown wise summary of stock. 5. Explain the importance of Stock location where the product is been manufactured in stages. 6. Also show consumption of material and consumption of Consumable stock. 7. Movement analysis and Stock Query.
22	Practical of Maintain Multiple Godowns	
23	Manufacturing Voucher Type	<ol style="list-style-type: none"> 1. Explain Concept of Consumption and Production using Stock Journals. 2. Explain what is BOM and explain its importance where hundreds of components are required to make one product, byproduct, Co-product & Scrap 3. Create simple BOM of a item with 3 components (no by/co product & scrap) 3. Create Manufacturing voucher, do the data entry and show its effect. 4. Demonstrate the complete case from the practical hand book.
24	Practical of Manufacturing Voucher Type	
25	Examination 3	

Hou r	Student	Faculty	Presentation
Month – 4 –MIS in Tally.ERP 9 and Other features.			
1	Cost Centre	<ol style="list-style-type: none"> 1. Importance of using Cost centre. 2. Explain that Cost Centre feature works properly in the Sales & Purchase Vouchers if they are entered as Voucher. 3. Explain creating Cost Centre Class. Demonstrate that Sales & Purchase Vouchers can now be entered in Invoice format due to Cost Centre Classes. 	
2	Practical of Cost Centre	<ol style="list-style-type: none"> 1. Explain Reports 	
3	Cost Centre Groups & Categories Do the Practical for the same.	<ol style="list-style-type: none"> 1. Explain the necessity of Creating Cost Categories. 2. Demonstrate using the Rangele, Basanti, Sakharam & Tukaram example. 	
4	Job Costing	<ol style="list-style-type: none"> 1. Explain Relation of Godowns with Cost Centres. 2. Explain BOM with Godown Allocation 3. Creation of stock Journal class for consumption at location. 4. Demonstrate using the Practical Hand Book 	
5	Practical of Job Costing	<ol style="list-style-type: none"> 1. Explain Reports 	
6	Buffer	Buffer	
7	Discount, Actual & Billed Quantities Do the Practical for the same.	<ol style="list-style-type: none"> 1. Discount Column in entry and Printed Invoice. 2. Purchase / Sales of Same or Different Free Items 	
8	Price List Do Practical of the same.	<ol style="list-style-type: none"> 1. Importance of Price List using the example in the practical hand book. 2. Using alternate units in Price List. 3. Effect of enabling Discount Colum on Price List 	
9	POS – Point of Sales	<ol style="list-style-type: none"> 1. Explain what is POS discuss Bar Code readers and POS Printers. 2. Discuss different modes of payments. 	
10	Practical for POS		
11	Multiple Mailing Details & Logo Printing Practical of the Same.	<ol style="list-style-type: none"> 1. Demonstrate from Practical Hand Book 	
12	Budget & Controls	<ol style="list-style-type: none"> 1. Explain difference between Budget & Control and show setting Credit Limits 2. Explain difference between budget on Closing balance & on nett transaction. 3. Explain Budgets on Groups, Ledger & Cost Centres. 4. Demonstrate Budget Variance. 	

15	Practical for Budget & Controls	
16	Optional Vouchers	1. Explain and demonstrate optional Vouchers for: a) Cash Payment b) Purchase Order c) Receipt Note d) Inter Godown Transfer e) Manufacturing Journal f) Sales Order (Quotation) g) Sales (Proforma)
17	Optional Vouchers & Scenarios	1. Explain Memorandum and Reversing Journals. 2. Explain Scenarios using example of Bus Stop & Vegetable Market. 3. Demonstrate from Practical Hand Book
18	Practical for Opt. Vou. & Scenarios Management	
19	Splitting of Company Data Practical for Splitting of Company Data	1. Explain Effect of Splitting of Data on Bill wise details, PO's, SO & GRN & DN 2. Logic of Mother company and two child companies.
20	Security Control & Tally Audit	1. Explain administrator and his rights. 2. Explain pre created type of securities (Owner & Data Entry) 3. Demonstrate from Practical hand book explain every step.
21	Practical Security Control & Tally Audit	
22	Revision	Revision
23	Revision	Revision
24	Revision	Revision
25	Examination 4	

Hour	Student	Faculty	Presentation
Month – 5 – Taxation			
1	Lecture on VAT & CST (reference to VAT)	<ol style="list-style-type: none"> 1. Explain the Concept of VAT by explaining input credit. 2. Explain why input credit cannot be availed when the Purchase is done from outside state or purchase from a URD. 3. Discuss Various Schedules (1%, 5%, 12.5% etc). 4. Demonstrate with one VAT percentage Purchase & Sales with Accounts only Company and show the VAT Payable 	
2	Lecture on VAT Point 1 to 6	<ol style="list-style-type: none"> 1. Demonstrate from Practical Book till point 1 to 6. 	
3	Practical for VAT Point 1 to 6		
4	VAT Voucher Class – Point 7 to 14	<ol style="list-style-type: none"> 1. Specify default Ledger Allocation for Stock Items. 2. Create Voucher Type Class to automatically calculate VAT. 3. Demonstrate Other Charges applicable after VAT. 5. Demonstrate from Practical hand book till point 14. 	
5	Practical for VAT Voucher Class – Point 7 to 14	<ol style="list-style-type: none"> 1. Explain TAX INVOICE 	
6	VAT on MRP / margin Practical for the same.	<ol style="list-style-type: none"> 1. Discuss VAT on MRP / margin 	
7	Income/Expenses before VAT Practical for the same.	<ol style="list-style-type: none"> 1. Appropriation of Income & Expenses in assessable value of VAT. 	
8	Payment of VAT Practical for the same. VAT Returns & Reports	<ol style="list-style-type: none"> 1. Availing Input credit and VAT Payment 2. VAT Payment Challan 3. Explain VAT form and Returns 	
9	Discuss CST Practical till 2.2.2	<ol style="list-style-type: none"> 1. Discuss interstate sale at lower rate under C Form. 2. Demonstrate till 2.2.2 	
10	Form C,F,H,I,J – E1 & E2	<ol style="list-style-type: none"> 1. Explain consecutive interstate sale and importance of E1 & E2. 2. Discuss VAT Classifications and the transactions related to Form F,H,I & J 3. Demonstrate from 2.2.3 to 2.3. 	
11	Practical from 2.2.3 to 2.3.		
12	Adjusting VAT Credit Against CST Practical for the same.	<ol style="list-style-type: none"> 1. Explain how and why VAT Credit can be adjusted against CST Payable. 2. Voucher Class under Journal for Adjustment. 	

	Payment of CST Practical for the same.	3. VAT Payment & Payment Challan
13	Forms Receivable & Payables, Reminder Letters and CST Returns & reports. Practical for the same.	1. Explain the importance of Reminder Letters. 2. Discuss VAT Forms.
14	Introduction to TDS	1. Concept of deduction of Tax on incomes at the source of Income. 2. Deductee Type and Nature of Payment. 3. Explain deduction followed by payment to treasury & issue of TDS certificate 4. Details of deduction to Income Tax Depart. through filing returns to NSDL 5. PAN Card No. of Deductee and its relation to Tax Deduction. 5. Demonstrate Bill Booking and TDS Deduction
15	Practical for Bill Booking & TDS Deduction	Complete Practical for 3.0 to 3.5.3
16	1. Single Entry for Booking & Deduction. 2. TDS on Advance payments Practical for the same Point 3.54 to 3.56	1. Demonstrate Journal entry for booking the expense & deduction. 2. TDS Deduction in advance Payment done for expenses and its adjustment when the bill is received. TDS on remaining bill amount.
17	Payment of TDS. ITNS 281, Form 16A & Returns Practical from 3.6 to end	1. Discuss and demonstrate TDS Payable and Payment of TDS. 2. TDS Certificate (Form 16A) to Creditors 3. Form 27 & E-TDS
18	Introduction to Service Tax	1. Explain SeTax as indirect tax imposed on Services. 2. Explain abetment and change in its % referring to notifications 3. Reason for Creation of Separate Tax, Ed.Cess & Sec.Ed.Cess ledgers for Input 4. Demonstrate from 4.0 to 4.5.3
19	Practical from 4.0 to 4.5.3	Discuss reports.
20	Adjustment of Service Tax & Payment Practical from 4.6 to end.	1. Adjustment of Input Credit. 2. Payment of SeTax through GAR 7. 3. Demonstrate from 4.6 to End.
21	Discuss Reports	Finish SeTax Report
22	Buffer	
23	Examination 5	
24	Theory Excise for Dealers & Manufacturers	1. What is excise duty and explain the terms – manufacturer, Excisable Goods.

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2. Explain Dealer Registered under Excise and the concept of forwarding the excise credit to the customer.
2. What is ECC Number – Manufacturer / Dealer
3. Excise Invoice (Rule 11)

Hour	Student	Faculty	Presentation
Month – 6 – Excise, Payroll & Tally Technologies			
1	Excise for Dealers	1. Demonstrate and Explain from Practical Handbook.	
2	Practical on Excise for Dealers		
3			
4	Reports	1. Explain Individual Reports.	
5	Theory - Revise Excise for Manufacturer	1. Revise Excise for Manufacturers. 2. Demonstrate from the book till Rule 11 Invoice	
6	Complete Practical till Printing Rule 11 Invoice		
7		1. Explain Configuration of Excise Invoice.	
8	Theory – Adjustment of CENVAT Credit & Payment. Complete Practical till Printing GAR 7	1. Explain CENVAT Credit Adjustment and Payment.	
9	Theory - Availing of CENVAT Credit Complete Practical for the Same.	1. Demonstrate the Creation & Use of the Voucher type to avail CENVAT Credit. 2. Explain the report.	
10	Buffer	Buffer	
11	Theory – Payroll in Tally.ERP 9. Practical - Create the Excel Sheet	1. Explain Integration of Payroll in Tally.ERP 9 2. Demonstrate the Excel Sheet 3. Explain PT, PF & EPS	
12	Theory – Payroll Masters. Create Payroll Masters.	1. Demonstrate Creation of Payroll Masters	
13	Theory – Attendance and OT Complete Practical for the same.	1. Demonstrate attendance, OT & Payroll and salary disbursement.	
14	Theory – Statutory Payment & Payroll Reports Practical - Complete Payroll	1. Explain & Demonstrate Statutory Payments. 2. Explain & Demonstrate Reports.	
15	Theory – Introduction to TDL	1. Introduction to TDL and its relation to Tally.ERP 9. 2. What is Report, Form, Part, Line & Fields.	

		<ul style="list-style-type: none"> 3. Searching the Code using Developer. 4. Using # to replace. 5. Demonstrate from the hand book & Linking the TDL to Tally.ERP 9
16	Practical – Create & Link the TDL.	
17	Theory - Printing Reports Practical of the same.	<ul style="list-style-type: none"> 1. Formats, Neat, Quick, Dot matrix (EPCL) 2. Selecting printers and changing orientation and changing Pages size.
18	<ul style="list-style-type: none"> 1. Exporting & Importing Data. 2. e-mailing of reports. Practical for the same.	<ul style="list-style-type: none"> 1. Export & Import of data in XML. 2. Export to other formats i.e. PDF, XLS & TXT (ASCII) 2. e-mailing reports. 3. Upload data to web pages using HTTP / FTP.
19	Installation & Licensing	<ul style="list-style-type: none"> 1. Understanding Licensing and the file tally.lic. 2. Surrendering of Licence from Tally.ERP 9 and from the website. 3. Configuration of licence on LAN. 4. Multiple Site & Licensing. 5. Explain .NET Expiry and Auto Update.
20	Backup & Restore, Auto backup.	Demonstrate Backup & Restore, Auto backup.
21	Remote Edit & SMS	Demonstrate Remote Edit & SMS
22	Synchronization using .NET	Demonstrate Synchronization using .NET
23	Synchronization using IP	Demonstrate Synchronization using IP
24	Buffer	Buffer
25	Examination 6	