

Hourly Break up of Basica Book 1

Lesson No.	Hours	Lesson Name	Topic to Cover
Lesson 1 & 2	1 hour	Basics of Accounting, Features of Tally.ERP 9	Accounting Principles, Concepts and Conventions, Double Entry System of Book Keeping, Types of Accounts, Rules of Accounting, Mode of Accounting, Financial Statements, Features of Tally.ERP 9
Lesson 3 & 4	1 hour	Getting Functional with Tally.ERP 9, Company Creation	Start up screen of Tally.ERP 9, Quit from Tally.ERP 9, Create Company, Select Company, Shut Company, Alter Company Details, Delete Company
Lesson 5	1 hour	F11 Features & F12 Configurations,	Accounting Features, Inventory Features, Statutory & Taxtion Features, Tally.NET Features, General Configuration, Numeric Symbols, Master Configuration, Voucher Entry Configuration, Invoice /Order Entry, Payroll Configuration, Printing Configuration, E-Mailing Configuration, Data Configuration, TDL Configuration, Advance Configuration, Licencing Configuration
Lesson 6	1 hour	Setting up Account Heads	
Lesson 7	1 hour	Accounting Master Creation,	Single Group & Multiple Group Creation/Alteration/Deletion, Single Ledger & Multiple Ledger Creation/Alteration/Deletion
Lesson 8	1 hour	Value Added Tax (VAT)	VAT Ledger Creation
Lesson 9	1 hour	Voucher Entry in Tally.ERP 9	Purchase Voucher
	1 hour	Voucher Entry in Tally.ERP 9	Sales Voucher
	1 hour	Voucher Entry in Tally.ERP 9	Receipt Voucher, Payment Voucher, Contra Voucher
	1 hour	Voucher Entry in Tally.ERP 9	Do it Your Self Entries of Receipt Voucher, Payment Voucher, Contra Voucher
	1 hour	Voucher Entry in Tally.ERP 9	Journal Voucher
Lesson 10 & Lesson 11	1 hour	Entering Closing Stock , Cheque Printing	Entering Closing Stock Value in Stock A/c, Set up Cheque Printing Configuration & Print the Cheque
Lesson 12	1 hour	Bank Reconciliation	Reconcile Vouchers & Opening BRS for unreconciled transaction

Lesson 13, 14 & 15	1 hour	Backup, Restore , Autobackup	To Take Data Backup, Restore Data Backup, Activate the option of Auto Backup, Define Location of Auto Backup files, Restore Auto Backup Data
Lesson 16, 17 & 18	1 hour	Split Company Data, Security Control, Tally Audit	Split Company Data, Verify the data of Split Companies, Security Control, Password Policy, Users and Password, Security Levels
Lesson 19	1 hour	Service Tax	Activate the option of Service Tax, Master Creation for Service Tax, Entries of Service Tax, Print Service Tax Challan
Lesson 20	1 hour	View & Print Reports	Financial Statements, Books & Registers, Day Book & List of Accounts
Lesson 21	1 hour	Self Assesment Test	
	1 hour	Practice of Basica Book 1	
		Online Examination of Basica Book 1	
Total Hours	19 hours		

Hourly Break up of Basica Book 2

Lesson No.	Hours	Lesson Name	Topic to Cover
Lesson 2 & 3	1 hour	Company Creation, Inventory Master Creation in Tally.ERP 9	Create Company, Stock Group Creation/ Alteration/ Deletion, Stock Categories Creation/ Alteration/Deletion, Multiple Godowns Creation/Alteration/Deletion
Lesson 3 & 4	1 hour	Inventory Master Creation in Tally.ERP 9, VAT Ledger Creation	Units of Measure Creation/Alteration/Deletion, Stock Item Creation/Alteration/Deletion, VAT Ledgers Creation
Lesson 5	1 hour	Bill-wise Details	Entering Transactions of New Ref, Agst Ref & Advance
Lesson 5	1 hour	Bill-wise Details	Entering Transactions of On Account & Do it Your Self Entries
Lesson 6	1 hour	Interest Calculation	Activate Interest Calculation, Master Creation, Entering Sales Voucher, Create Voucher Class of Simple Interest in Debit Note, Debit Note Voucher & Receipt Voucher & Do it Your Self Entries

Lesson 7 & 8	1 hour	Point of Sale, Different Actual & Billed Quantities	Create Voucher Type of POS, Entering Sales voucher using POS Voucher Type, Print POS Invoice, Activate option of Actual & Billed Quantities, Entering Transaction with Actual & Billed Quantities, Do it Your Self Entries
Lesson 9 & 10	1 hour	Zero Valued Entries, Additional Cost of Purchase	Activate option of Zero Valued Entries, Entering Transaction with Zero Value, Activate option of Additional Cost of Purchase, Master Creation, Entering Transaction & view the effect of Additional Cost of Purchase on its Purchase Value, Do it Your Self Entries
Lesson 11 & 12	1 hour	Seperate Discount Column on Invoices, Order Processing	Activate option of Seperate discount Column, Entering Transaction with discount Column, Do it Your Self Entries & Overview of Order Processing
Lesson 12	1 hour	Order Processing	Purchase Order Processing including Purchase Order, Receipt Note, Rejection Out, Purchase Voucher
Lesson 12	1 hour	Order Processing	Sales Order Processing including Sales Order, Delivery Note, Rejection In, Sales Voucher
	1 hour	Order Processing	Do it Your Self Entries
Lesson 13	1 hour	Reorder Levels	Define Reorder Level, Display Reorder Status
Lesson 14	1 hour	Multiple Price Levels & Price Lists	Activate Price List, Create Price List & Entering Sales Voucher using Price List Feature, Do it Your Self Entry
Lesson 15	1 hour	Multiple Currencies	Activate Multi Currency, Master Creation, Entering Transactions using Multi Currencies, Adjusting Forex Gain/Loss
Lesson 16	1 hour	Budgets & Controls	Activate Budget & Control, Create Budget for Group, Alter Budget, Delete Budget, Display Budget Variances for Group Budget
Lesson 17	1 hour	Scenario	Activate Scenario Mngement, Create/ Alter/Delete Scenario, Entering Transaction with Optional Voucher, View the effect of Optional Voucher, Convert the Optional Voucher in to Regular Voucher
Lesson 18 & 19	1 hour	Stock Valuation , VAT Adjustment	Display Stock Summary with different stock valuation methods, VAT Adjustment Entry

Lesson 20	1 hour	Cost Centres	Activate Cost Centres, Create Cost Categories & Cost Centres, Entering Transaction using Cost Centre
Lesson 21	1 hour	Batch Wise Details	Activate option of Batch wise details, Master Creation & Entering Purchase & Sales Voucher using Batch-wise details
Lesson 22	1 hour	Bill of Materials	Master Creation for BOM
	1 hour	Bill of Materials	Entering Transactions
Lesson 23	1 hour	Central Sales Tax (CST)	Activate option of VAT, Master Creation required for CST, Voucher Entry of CST, Check the Report
Lesson 24	1 hour	Tax Deducted at Source (TDS)	Activate option of TDS, Master Creation for TDS, Voucher Entry of TDS, Print TDS Challan, Do it Your Self Entries
Lesson 25	1 hour	Tax Collected at Source (TCS)	Activate option of TCS, Master Creation for TCS, Voucher Entry of TCS, Print TCS Challan, Do it Your Self Entries
Lesson 26	1 hour	Excise (Dealer)	Activate option of Excise, Master Creation for Purchase Entry, Entry of Purchase Voucher
	1 hour	Excise (Dealer)	Master Creation for Sales Entry, Entry of Sales Voucher, Print Excise Invoice
Lesson 27	1 hour	Payroll	Enable Payroll option & Payroll Statutory Features, Employee Groups
	1 hour	Payroll	Employee Master Creation, Payroll Units, Attendance/ Production Types, Payhead Creation
	1 hour	Payroll	Deduction Pay Heads, Salary Details Set up, Make entry in Attendance Voucher & Payroll Voucher, Check Reports
Lesson 28	1 hour	Export & Import of Data	Export of Data, Import of Data, Export the data to Excel
Lesson 29	1 hour	TallyVault	Create TallyVault Company
Lesson 30	1 hour	Data Migration from Tally 7.2 to Tally.ERP 9	Data Migration Process
Lesson 31	1 hour	Multilingual	Overview, Defining Use- Interface Language
	1 hour	Multilingual	Creating a Company in any Language, Use of Phonetic Keyboard, Operating System Keyboard, On-screen Keyboard
Lesson 32	1 hour	View & Print Reports	Financial Statements, Stock Summary, Ratio Analysis, Credit Note Register, Debit Note Register, POS Register, Day Book

	1 hour	View & Print Reports	Bills Receivable, Bills Payables, Ageing Analysis, Cost Category Summary, Group Break-up, Statistics, Stock Group Summary, Sales Orders Book, Godown Summary, Stock Category Summary
	1 hour	View & Print Reports	Stock Query, Cost Estimation, Purchase Order, Sale soRder, Cash Flow Statement, Fund Flow Statement, Statutory Reports & Forms
Lesson 33	1 hour	List of Function Keys	Function Keys
	1 hour	List of Function Keys	Special Function Keys
	1 hour	List of Function Keys	Key Combination used for Navigation
Lesson 34	1 hour	Self Assesment Test	
	1 hour	Self Assesment Test	
	1 hour	Practice of Basica Book 2	
		Online Examination of Basica Book 2	
Total Hours	43 hours		

Total Hours	62 hours
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