

INDIRA TECHNICAL EDUCATION SOCIETY, NASHIK

CERTIFICATE COURSE ACCOUNTING TALLY - (ACT)

EXAM SCHEME: THEORY PAPER 100 MARKS – 3 HRS.
PRACTICAL 100 MARKS – 2 HRS.

[ACT / DCAM – I / DCA – II]

THEORY SYLLABUS

1) Fundamental of Accounting

Concept of Manual Accounting & Computerized Accounting, Features of Tally, Grouping in Tally, Company Creation, Alteration, Selection, Understanding Tally Screen, Chart of Accounts in Tally.

2) Features of Tally

Accounting with Pre-defined Group in Tally, Opening Balances, Creating, and Managing & Altering of Ledgers.

3) Accounting Voucher

Introduction to Accounting Voucher, Predefined Vouchers type, Create a new vouchers type, Different types of Vouchers, Making Entry in Voucher Mode, Rules for making Entry in Voucher Mode.

4) Inventory Master

Introduction to Inventory Masters, Stock Items, Stock Groups, Creating Units, Stock Categories, and Maintain Stock Categories, Maintain batch-wise details, Set expiry date & Manufacturing date for batches, Maintain Multiple Location.

5) Inventory voucher

Introduction to Inventory Voucher, Predefined Vouchers type, Create a new vouchers type, Different types of Vouchers, Making Entry in Voucher Mode, Rules for making Entry in Voucher Mode, Order Processing System Stock Journal, Physical Stock.

6) Invoicing

Introduction, Working with Invoicing, Configuring the invoice, Working with invoicing entry, Sales Voucher number, Delivery Note, Inventory allocations, Accounting details, Bill details, Printing invoice and vouchers.

7) Bank Reconciliation Statement

Introduction to Bank Reconciliation, Working with Bank Reconciliation, Reconciliation of Bank Book.

8) Interest calculation

Introduction, Simple Mode, Interest calculations on outstanding balances, Interest calculations transactions by transactions, Using Voucher class for Interest calculation.

9) Report

Viewing and Understanding reports in Tally, Exploring Balance Sheet, Profit & Loss A/c, Trial Balance, And etc...

GUIDELINE FOR PAPER SETTER

Q. 1. : Compulsory and objective type. 20 Marks.

Q. 2. to Q. 7. : Candidate has to solve any Five out of these Six. 16 Marks each

WEIGHTAGE

Topic 1,2 : 20%

Topic 3,4 : 20%

Topic 5,6 : 20%

Topic 7,8,9 : 40%

RECOMMENDED TEXT

