

INDIRA TECHNICAL EDUCATION SOCIETY, NASHIK

CERTIFICATE COURSE ADVANCE ACCOUNTING TALLY - (AACT)

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

[AACT / DCAM – II]

THEORY SYLLABUS

1) **Advance Accounting**

Advance entries in Accounting Master, Configuration of Tally, Bill-wise details, Activating F11 Features.

2) **Advance Inventory**

Order Processing System, Tracking Number, Rejection Notes, Additional cost on Purchase, Multiple Godown.

3) **Advance Accounting Entries**

Entries in Invoice Mode, accounting allocation, Inventory allocation, Sale tax entries, entries with discount column, Zero Value Entries in voucher.

4) **Advance Inventory Entries**

Entries with supplier details, stock transfer, Setting components of finished product, Cost of component, additional cost on manufacturing, and advance use of manufacturing journal, Price List, orders positions.

5) **Creating Voucher Classes**

Introduction, Voucher Classes for payment, receipt and contra vouchers, Exclude these groups, Include these group, Ledger group, Payment voucher entry with classes, classes for debit note & credit note.

6) **Multi-Currency**

Introduction, Managing and operating multiple currencies, Symbol Formal Name, Number of decimal places, Show amt. in millions, Note for advanced users, Alter Currency, Date of rates of exchanges, Standard rates, Selling rate, Buying rate, entries with different currencies.

7) **Cost Centre & Cost Category**

Introduction to Cost centre, Use of cost centres, How to manage and operate centres, Category, Alter a Cost centre, Cost Centre Reports, Cost centre break-up, Ledger break-up of a cost centre, Group break-up of a cost centre, Cost centre classes, Introduction to cost categories, Use of Cost Categories, Create a cost category, Alter a Cost category, Delete a cost category, Cost category summary, How to manage and operate Cost centres under cost categories, Create a cost centre, Category, Create multiple cost centres under cost categories.

8) **Budget & Controls**

Budgets, How to manage and operate budgets, Group, Type of budget, Alter a budget, Delete a budget, Budget a Variance, Introduction to consolidation of accounts, Accounts structure, Create a group, company, and Alter a Group Company.

Introduction to consolidation of accounts, Accounts structure, Create a group company, Alter a Group Company.

9) Advance Features of Tally

Import & Export of Data, Scenario Management, Security Control & Tally Audit, Stock Valuation Method, Configuration of company in Tally.

10) Printing From Tally

General, Quick Format, Sales invoice, Delivery note, Sales/Order Quotation, Purchase voucher/Invoice and purchase order, Receipts notes, Reminder letters, Confirmation statements, Printing invoice and vouchers, Printing reports, Print Format.

11) Financial Analysis & Reporting

Display Accounts books and statements, Viewing cash/bank books, Display trial balance, Trial balance screen, Trial balance reconciliation statement, Display profit and loss a/c, Columnar Profit and Loss a/c, Show quarterly profit and loss account, Income/Expense statement Instead of P&L, Display balance sheet, Columnar Balance sheet, Show Quarterly balance sheet Ratio analysis, Bill-wise outstanding report, Show bill in foreign, exchange, Show over dues using bill dates, Age-wise analysis of all receivables, Cash Flow, Columnar cash flow.

12) Inventory Analysis & Reporting

Introduction, Viewing Stock summary, Stock Flow, Gross Profit, Stock group summary, Stock category summary, Stock item summary, Stock vouchers, Making a stock query, Item movement analysis, Item Voucher analysis, Stock category, Ledger analysis, Transfer analysis, Godown summary, Sales bills pending, Purchase bills pending.

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 1,2,3 : 20% Topic 4,5,6 : 30% Topic 7,8,9 : 20% Topic 10,11,12 : 30%

RECOMMENDED TEXT

