

Master Certificate in Financial Accounting with Tally – MASTER SYLLABUS (Job-Oriented, Practical-Based)

Complete Professional Course → Suitable for Training, Business Accounting, GST Filing & Job Preparation

CHAPTER 1 – FUNDAMENTALS OF ACCOUNTING (Theory + Foundation)

(ये भाग पूरी अकाउंटिंग को समझने के लिए ROOT है)

◆ **SECTION 1 – Basics of Accounting**

1. Meaning & Definition of Accounting
2. **Importance of Accounting (Why Necessary?)**
3. **Types of Organisations (व्यवसाय के प्रकार)**
 - Sole Proprietorship
 - Partnership
 - Company (Private/Public)
 - Non-Profit Organizations
 - Government & Cooperative

(Tally में Organisation type का निर्धारण कैसे करें?)
4. Bookkeeping vs Accounting
5. Users of Accounting Information
6. Objectives & Limitations of Accounting
7. Branches of Accounting – *Financial, Cost, Management, Taxation*

◆ **SECTION 2 – Accounting Principles, Concepts & Conventions**

1. Accounting Principles (Rules & Logic)
2. **Accounting Concepts (Entity, Going Concern, Dual Aspect, Money Measurement, Cost, Accrual, Matching, Realisation, Accounting Period, etc.)**
3. Accounting Conventions – Consistency, Full Disclosure, Materiality, Conservatism
4. **Double Entry System (Most Important)**
5. **Golden Rules of Accounting (20+ Examples of each type)**

6. Introduction to Accounting Standards (AS & Ind-AS)

◆ SECTION 3 – Accounting Cycle (लेखांकन चक्र)

1. Financial Transaction → Voucher → Journal → Ledger
 2. Trial Balance Preparation
 3. Adjustment Entries & Rectification
 4. Final Accounts – Trading, Profit & Loss, Balance Sheet
 5. **Flowchart (Manual vs Tally Connection)**
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◆ SECTION 4 – Basic Accounting Terms

- Capital, Assets, Liabilities, Debtors, Creditors, Drawings, Expense, Income, Turnover, Stock, Depreciation, etc.
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◆ SECTION 5 – Journal & Ledger

● CHAPTER 2 – INTRODUCTION TO TALLY PRIME

1. Evolution of Tally
 2. Features of Tally Prime
 3. Interface Tour & Shortcut Keys
 4. Company Creation, Alteration & Deletion
 5. Security Control, Backup & Restore
 6. Features & Configuration (F11 / F12)
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● CHAPTER 3 – TALLY MASTER CREATION

◆ SECTION 1 – Accounting Masters

- Groups (Single & Multiple)
- Ledger (Single & Multiple)
- Ledger Classification Table (Under which group?) – *60+ Ledger Examples*

◆ SECTION 2 – Inventory Masters

- Stock Groups
- Units of Measure
- Stock Items
- Godown Creation
- Batch & Expiry Settings

◆ SECTION 3 – GST Masters

- Tax Rate Configuration
- HSN/SAC Codes
- GST Duty Ledger
- Party-wise GST setup

● CHAPTER 4 – ACCOUNTING VOUCHERS (Complete Practical with Scenarios)

| Voucher Type | Tally Key | Real-Life Practical Examples |
|--------------|-----------|-------------------------------|
| Contra | F4 | Cash deposited / withdrawn |
| Payment | F5 | Rent, Salary, Expense |
| Receipt | F6 | Fees, Loan, Capital |
| Journal | F7 | Adjustment, Depreciation |
| Sales | F8 | Cash/Credit Sales with GST |
| Purchase | F9 | Cash/Credit Purchase with GST |
| Debit Note | Ctrl+F9 | Return outward |
| Credit Note | Ctrl+F8 | Return inward |

● CHAPTER 5 – BANKING & CASH MANAGEMENT

1. Bank Reconciliation
2. Cheque Printing
3. Post-Dated Vouchers
4. Cash Flow & Fund Flow Reports
5. Interest Calculation (Simple & Compound)

● CHAPTER 6 – FINAL ACCOUNTS IN TALLY

1. Trading Account Analysis
 2. Profit & Loss (Multi-period comparison)
 3. Balance Sheet (With horizontal & vertical format)
 4. Ratio Analysis
 5. Percentage trend analysis
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● CHAPTER 7 – ADJUSTMENT ENTRIES (Manual + Tally)

| Adjustment Type | Journal Entry | Tally Voucher |
|-------------------------|-----------------------------|---------------|
| Outstanding Expenses | Dr Expense → Cr Outstanding | Journal |
| Prepaid Expenses | Dr Prepaid → Cr Expense | Journal |
| Accrued Income | Dr Accrued → Cr Income | Journal |
| Depreciation | Dr Depreciation → Cr Asset | Journal |
| Provision for Bad Debts | Dr Bad Debts → Cr Provision | Journal |
| Interest on Capital | Dr Capital → Cr Interest | Journal |

● CHAPTER 8 – GST COMPLETE PRACTICAL

1. GST Concepts (CGST, SGST, IGST, RCM)
 2. Registration & Slab Calculation
 3. GST Purchase & Sales (Intra + Inter State)
 4. Input Tax Credit (ITC)
 5. GST Returns (GSTR-1, 3B, 9) with Tally
 6. GST Report Generation & Exporting
 7. E-Way Bill Preparation (Theory + Tools)
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● CHAPTER 9 – INVENTORY MANAGEMENT

1. Stock Entry
 2. Manufacturing Journal
 3. Purchase Order / Sales Order
 4. Delivery Notes / Receipt Notes
 5. Multi-Godown / Stock Transfer
 6. Stock Summary & Re-order
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● CHAPTER 10 – PAYROLL ACCOUNTING

1. Salary Structure
 2. Attendance Management
 3. PF/ESIC Setup
 4. Salary Payment
 5. Payroll Reports
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● CHAPTER 11 – ADVANCED FEATURES

- COST CENTRE & CATEGORY
 - BUDGETING & CONTROL
 - VOUCHER CLASS & AUTO ALLOTMENT
 - MULTI-CURRENCY
 - INTEREST CALCULATION
 - JOB COSTING
 - AUDIT & VERIFICATION
 - TDS / TCS ENTRIES
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● CHAPTER 12 – PRACTICAL LIVE PROJECTS (Case Study Based)

| Project Type | Included Transactions (Minimum 1 Month) |
|------------------------|---|
| Trading Company | Purchase, Sales, GST, Returns |
| Service Provider | Fee income, Salary, Rent, Bank |
| Manufacturer | Material Consumption, Production |
| Retail Shop | Cash business, GST Billing |
| Freelance Professional | Income, Expenses, GST |

● CHAPTER 13 – REVISION, JOB PREPARATION & INTERVIEW GUIDE

- 200+ Frequently Asked Interview Questions
- 300+ Journal Entries (Manual + Tally)
- 100 Tally Shortcut Keys & Speed Tips
- Templates (Invoice, Purchase Order, Salary Slip)
- Resume Format for Accountant / Tally Operator

- Mock Test + Practical Test
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Expected Output After Course Completion

स्टूडेंट सीख जाएगा -

- ✓ Manual Accounting + Tally दोनों
 - ✓ Complete GST Return Filing
 - ✓ Final Accounts, Ratio Analysis
 - ✓ Bank Reconciliation
 - ✓ Payroll & Cost Control
 - ✓ Accounting Interview में पूछे जाने वाले सवाल
 - ✓ **Independent Accountant बन सकेगा** – Shop, Company, CA Office, GST Consultant
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