SHAHEED BHAGAT SINGH EVENING COLLEGE
(University of Delhi)
(Assessed and Accredited by NAAC with GRADE 'A' {CGPA 3.36})
Sheikh Sarai, Phase II, New Delhi - 110017

Tally Certification

will enable you to become

- *Accounts & Finance Executive*
- *Accounts Manager*
- *Taxation Assistant*
- *Commercial Assistant*
- *Internal Auditor*
- *Finance Co-ordinator*
- *Tally Software Instructor*

Offline Programme

★ Add-on Course ★

Tally Certification

TallyEssential Level-3

TallyEssential Level-2

TallyEssential Level-1

- in collaboration with -

(Authorized Partner of Tally Institute of Learning)

TallyEssential Elements

Hybrid-Learning Module
A Hybrid-Learning module enables you to learn the course through text and interactive video content.

Digital Content
Digital content comprises of video explainers, tutorials, quizzers and infographics ensuring seamless learning experience on all devices.

Assessment
Assessment comprises of questions in form of MCQs, match the following & image based questions.

Case Study
Case studies on "Real Life Business Scenarios" will be provided to you before you complete the courses.

Certification
Industry-preferred certification will be provided to make you distinctive and take your career to the next level.

TallyEssential Certification Programme

TallyEssentials is a comprehensive certification programme on Computerised Accounting with TallyPrime. Further it is divided into three levels-

S.No.	TallyEssential Course	Job Roles
1.	TallyEssentials Level-1	Recording & Reporting
2.	TallyEssentials Level-2	Accounts Payble & Receivable Inventory Management
3.	TallyEssentials Level-3	Statutory Compliance (GST & TDS)

Assessment Duration and Questions

Module	Assesment Duration	No. of Questions
TallyEssentials Level-1	45 mins.	60
TallyEssentials Level-2	45 mins.	60
TallyEssentials Level-3	45 mins.	60

TallyEssential
Level-1

Module: 1.   Fundamentals of Accounting

- Introduction
- Meaning of Accounting
- Terminologies used in Accounting
- Concepts of Accounting
- Double Entry System of Accounting
- Rules of Debit and Credit
- Recording of Business Transactions
- Trial Balance
- Financial Statements
- Subsidiary Book and Control Accounts
- Control Acocunts
- Computerised Accounting

Eligibility: *10+2*
Duration: *35 hrs.*

Module: 2.   Introduction to TallyPrime

- Introduction & Features
- Downloading and Installing
- Types of Licenses in TallyPrime
- Activate New License
- Reactivate License in TallyPrime
- Use License from Network in a Multiuser Environment
- Working in Educational Mode
- Company Creation and Setting up Company Features in TallyPrime
- Getting Started with TallyPrime
- F12 Configuration in TallyPrime
- Alter Company Details
- Shut the Company

Module: 3.   Maintaining Chart of Accounts

- Introduction
- Chart of Accounts
- Creation of Master in TallyPrime
- Accounting Masters
- Inventory Masters
- Alteration of Masters in TallyPrime
- Deletion of Masters in TallyPrime
- Multi-Masters Creation and Display of Chart of Accounts

Module: 4.   Recording & Maintaining A/c Transactions

- Introduction
- Recording Transactions in Tally
- Recording Accounting Vouchers in TallyPrime

Module: 5.   Banking

- Introduction
- Banking Payments
- Cheque Printing
- Deposit Slip
- Payment Advice
- Bank Reconciliation

Module: 6.   Generating Statements & MIS Reports

- Introduction
- Final Accounts Reports in Tally
- MIS Reports in Tally

Module: 7.   Data Security

- Security Control
- Activation of Security Control
- Creation of Security Levels
- Accessing the company using Security Levels
- Auto Login & TallyVault

Module: 8.   Company Data Management

- Backup & Restoring Company Data
- Company Data Repair
- Migration of Tally.ERP 9 Company Data to TallyPrime

Module: 9.   GST [Goods & Services Tax]

TallyEssential
Level-2

Module: 1.   Storage & Classification of Inventory

- Introduction
- Supply Chain
- Inventory Management
- Inventory Masters in TallyPrime
- Tracking of Movements of Goods in Batches/Lots
- Price Levels and Price Lists

Eligibility: *10+2+TallyEssential Level 1*
Duration: *35 hrs.*

Module: 2.   Accounts Receivable and Payable Management

- Introduction
- Accounts Payable and Receivable
- Maintain Bill-wise Entry
- Activation of Bill-wise Entry
- Specifying of Credit Limit for Parties
- Splitting of Credit Sale into Multiple Bills
- Payment Performance of Debtors
- Bills Payable and Receivable Reports in TallyPrime

Module: 3.   Purchase and Sales Order Management

- Introduction
- Purchase Order Processing
- Sales Order Processing
- Order Outstandings
- Reorder Level
- Godown Transfer in TallyPrime

Module: 4.   Tracking Additional Costs of Purchases

- Introduction
- Configuration of Additional Cost of Purchases in Tally

Module: 5.   Cost/Profit Centres Management

- Introduction
- Cost Center and Cost Categories
- Cost Center Reports

Module: 6.   Budgets & Scenarios

- Introduction
- Creation of Budget
- Recording Transactions
- Display Budgets and Variances Reports for Group Budget
- Scenario Management

Module: 7.   Generating and Printing Reports

- Introduction
- On the fly Reporting
- Inventory Reports
- Financial Reports
- Books and Registers
- Printing of Invoice and Reports

Module: 8.   GST [Goods & Services Tax]

Module: 9.   Case Studies

TallyEssential
Level-3

Module: 1.   Goods & Services Tax

- Introduction to GST
- Why GST?
- E-Way Bill
- GST e-Invoicing
- GST in TallyPrime
- Hierarchy of calculating tax in transactions
- Recording GST Complaint Transactions
- E-Way Bill Report in Tally
- Input Tax Credit Set-off against Liability
- GST Tax Payment
- Generating GST Returns for Regular Dealer in Tally
- Filling GST returns in Tally
- Generating e-Invoice in Tallyprime
- Quarterly Return Monthly Payment Scheme
- Composition Dealer under GST Regime

Eligibility: *10+2+TallyEssential Level 1+2*
Duration: *35 hrs.*

Module: 2.   Tax Deducted at Source

- Introduction to TDS
- Basic Concepts of TDS
- TDS Process
- TDS in TallyPrime
- Configuration of TDS at Different Levels
- Recording TDS Compliant Transactions in TallyPrime
- TDS Exceptions
- TDS Payment to Department
- TDS Report
- Changes in TDS rates from 1st April 2021

Module: 3.   Management of Business Data

- Introduction
- Exporting of Data in available formats
- Export and Import of Data
- Open Database Connectivity(ODBC)
- Printing of Company Logo on Vouchers, Invoices & Reports

Module: 4.   Moving to Next Financial Year

- Introduction
- Changing Current Period and continue Voucher Entry in the Same Comapny Data
- Company data handling through Export and Import of Data
- Split Company Data
- Create a New Company and Maintain Books of Accounts for the New Financial Year
- Creating Group Company Data
- Comparative Final Accounts Reports of Two Companies

Module: 5.   GST [Goods & Services Tax]

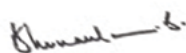## Module: 6.   Case Studies

Certificate of Merit

This certificate is awarded to

(Name of the student)

Son/Daughter of

_____

for successfully completing

TallyEssential Level 3
and securing Grade A

Place of Issue: Bengaluru
Date Certified: 20-Nov-2021
Release: Prime 1.1

Bhuwaneshwari B
Chief Executive Officer
Tally Education Pvt. Ltd.

Certificate No: 908277084
Institute Name
Shaheed Bhagat Singh Evening College (University of Delhi)

Tally Education Pvt. Ltd., a group company of Tally Solutions Pvt. Ltd., is the only entity authorised to issue certifications on Tally.
This certificate can be verified at www.tallyeducation.com

TallyEssential Level 3
(Taxation and Compliance)

Goods and Services Tax (GST)

Tax Deducted at Source

Management of Business Data

Moving to the Next Financial Year

Tally Certifications

Get Started	Be an Expert	Get Specialized
TallyEssential Level 1	TallyProfessional	GST using Tally
TallyEssential Level 2		GCC VAT using Tally
TallyEssential Level 3		TDS using Tally
TallyEssential Comprehensive		
*Financial Accounting using Tally		
*Basics of Tally		

*Available in Schools & Colleges only

Overall Grade

Score Range	Grade
>=75%	A*
>=60% to <75%	A
>=36% to <60%	B
<36%	C

Online Programme
Available Now!

Training & Assesment	Usual Fee	SBSEC Student Fee
TallyEssential	(per candidate)	
Level 1	₹ 6,000	₹ 5,000
Level 2	₹ 6,000	₹ 5,000
Level 3	₹ 6,000	₹ 5,000

Contact Information

M.C. Sharma
9717415641

Mail us at
tallycertification@sbse.du.ac.in

Registration Link

Benefits of Tally Certification from
Shaheed Bhagat Singh Evening College(DU)

‣ Reasonable Fees.
‣ Ideal Size of a Batch - *40 Students only*.
‣ Get Verifiable Certification directly from *Tally, the parent company*.
‣ Learning through Tally's official Digital Courseware *(Hybrid content)*.
‣ Get Hands-on Experience on Tally MUL *(Multi User License Software)* while Learning.
‣ *Placement Assistance* through Student Job Portal.
‣ Access to video and additional learning content through *Student Portal*.
‣ Access to *Multiple Mock Assessments* before appearing for the Final Assessment.
‣ Access to *Tally Education Mobile App*.

IFDA INSTITUTE

Training by *Tally Certified Trainers*

Prof. (Dr.) Arun Kumar Attree
Principal

M.C. Sharma
Course Convener