Syllabus For ACCOUNTING PROCEDURE & TALLY IN THE OFFICE OF ZOO WBFDCL

Course Name	**ACCOUNTING PROCEDURE & TALLY IN THE OFFICE OF ZOO WBFDCL**
Sector	**BANKING, FINANCIAL SERVICES AND INSURANCE**
Course Code	**BFI/2021/PTZW/126**
Level	**4 (RPL)**
Occupation	**ACCOUNTING PROCEDURE & TALLY IN THE OFFICE OF ZOO WBFDCL**
Course Duration	**Total Duration 70 Hrs (T-25 , P-45)**
Trainees' Entry Qualification	**10th Standard Pass with 5 years experience in the relevant field**
Trainers Qualification	**Class12 passed & 5 Years working experience in Accounts using Tally or Experience in providing training in Govt. Offices/ Corporation/ others using Tally software**

<u>SYLLABUS:</u>

Theory Components:

Module	Name	Topics & Sub – topics	Hours	Learning Outcome On successful completion Trainees will
Unit-1	**Introduction (includes scope)**	1.1 General Structure of Forest Directorates 1.2. Use of Computer in different office works in the Forest Offices	01 01	Get an idea regarding structure of Forest Directorates and Digital Forest Offices
Unit-2	Basic Accounting procedure	2.1 Concept of Accounting procedure 2.2 Concept of Vouchers 2.3 Concept of Ledger 2.4 Accounts Manual 2.5 Fixed Assets Register	04 02 02 02 02	Know the accounting procedure, vouchers, Ledger posting, Accounts manual and the fixed asset register.
Unit-3	Tally/ Tally ERP application in accounting system	3.1 Basic idea and application of Tally Software	02	Get an idea of Tally Software and its use.
Unit-4	Concept of Tax	4.1 Concept of GST 4.2 Concept of Income Tax	03 03	Get an idea about GST and Income Tax
Unit-5	Ticketing	5.1 General Concept 5.2 Revenue/ income data entry using software	01 02	Get an idea about ticketing system and recording revenue/income.
		Total	25	

Practical components:

| Unit-1 | Application of Software | 1. Tally Introduction
2. Accounts Information- Ledgers, Groups
3. Inventory Information- Stock Groups, Stock Items, Units of Measure
4. Accounting Vouchers- Receipts Vouchers, Payment Vouchers, Purchase Vouchers Sales Vouchers, Contra Vouchers, Journal Vouchers Debit Note, Credit Note, Memorandum Vouchers | 35 | Trainees will be able to :
i. work on Tally
ii. keeping accounts information
iii. create ledges
iv. create vouchers
v. work on payroll system
vi. prepare Trial Balance, Day Books and other Financial Statements
vii. work on discount |

		5. Godowns 6. Date Management- More than one year company creation, Change Period 7. Payroll System 8. Discount Management- Cash Discount, Trade Discount, Vouchers Types, Back up, Restore 9. Display- Trial Balance, Day Book, Account books, Statement of Accounts, Inventory Books Statements of Inventory, Cash/fund flow, Payroll Reports, List of Accounts Exception Reports, Print Management 10. Various Types of Company- Traders, Processional, Opening Balance with New Company Other Options 11. GST- CGST, SGST, IGST 12. Others Options		management viii. calculate GST-CGST,SGST, IGST
Unit-2	Income tax portal	Calculation of Income Tax and Filing Return	05	Trainees will be able to Calculate income tax and file the return
Unit-3	Ticketing software	Use of Ticketing software.	05	Trainees will be able to use Ticketing software and maintain the books of accounts for Revenue.
		Total	45	

Course Outcome:

1. Explain Forest Directorate Organizational Structure.
2. Follow basic accounting procedure related to voucher, ledger, register etc.
3. Work with TALLY Software.
4. Calculate Income Tax and file returns.
5. Use Ticketing software.

Tools & Machines Software Latest Version of Tally Multiuser (Tally Prime as on today, Ticketing Software ,Computer / Laptop, Internet Connection, Board, Marking pen / chalk , Duster, LCD / LED / Overhead Projector, Training manual (soft copy, hard copy) Note Book, pen etc, Sanitizer, Mask etc