

OJT Syllabus For Accountant with Tally, GST and TDS

Course Name	Accountant with Tally, GST and TDS
Sector	BANKING, FINANCIAL SERVICES AND INSURANCE
Course Code	BFI/2024/ATGT/402
Level	3
Occupation	Accountant conversant with tally package and GST and TDS
Job Description	The trainees can work efficiently as a professional in the field of Computerized Accounting System through learning Accounts and Inventory Management in Tally Prime Including GST & TDS.
Course Duration	Total Duration 270 Hrs (OJT 240, ES- 30 hrs.)
Trainees' Entry Qualification	Grade 10 OR Grade 8 pass and pursuing continuous schooling in regular school with vocational subject OR 8th grade pass with 2 yrs relevant experience OR Previous relevant Qualification of NSQF Level 2 with one year experience OR Previous relevant Qualification of NSQF Level 2.5 with 6 months experience
Trainers Qualification	Degree in any stream with 2 years' experience in the relevant field OR/ B.Com with Certificate in Tally OR/ Diploma in Financial Accounting with Taxation OR/ Diploma in Modern Office Practice & Management.

Structure of Course: (In OJT Module)

Module No.	Module name	Outcome	Compulsory/ Elective	Total (Hrs) (OJT)
1	Introduction to Accounting System	Demonstrate Accounting system along with financial statement	Compulsory	30
2	Fundamentals of Accounting Software	Illustrate Tally software for accounting purpose	Compulsory	30
3	Accounting Masters & Vouchers	Create accounting master and manage journal entries in Accounting Vouchers	Compulsory	30
4	Inventory management & Sales Cycle	Maintain inventory along with purchase and sales cycle	Compulsory	30
5	Voucher Classes & Manufacturing Entries	Create voucher classes for manufacturing entries	Compulsory	20
6	Basic Understanding of Taxation & Goods and Services Tax (GST)	Demonstrate different taxation system	Compulsory	20
7	Sales & Purchase Voucher with GST	Display Sales & Purchase Voucher with GST	Compulsory	20
8	Stock Transfer Entries with GST	Generate GST Reports by posting stock transfer entries	Compulsory	30
9	Introduction to Tax Deducted at Source (TDS)	Activate TDS in Tally	Compulsory	30
10	Employability Skills	As per guided curriculum	Compulsory	30
TOTAL				270

Syllabus:

Topic	Content
Module- 1 Introduction to Accounting System	<ul style="list-style-type: none"> • Basics of Accounting • Types of Accounts • Golden Rule of Accountancy • Accounting Principles • Accounting Concepts and Conventions • Double Entry System of Book Keeping • Mode of Accounting and Financial Statements • Transactions and Recording • Transactions
Module-2 Fundamentals of Accounting Software	<ul style="list-style-type: none"> • Getting Functional with Tally Prime • Creation of Company in Tally Prime
Module-3 Accounting Masters & Vouchers	<ul style="list-style-type: none"> • Accounting Features in Tally Prime • Accounting Configuration in Tally Prime • Setting up Account Heads • Payment and Receipt Voucher • Contra and Journal Voucher • Purchase and Sales Voucher • Single & Double Entry Mode and Invoicing • Bill-wise Details • Cost Centre and Cost Categories • Voucher Class & Cost Centre Class

<p>Module-4 Inventory management & Sales Cycle</p>	<ul style="list-style-type: none"> • Stock Group and Categories/ Unit of Measure • Godown/ Locations, Stock Items and Stock Journal Voucher • Inventory Vouchers • Invoicing • Purchase Order and Receipt Note Entry • Rejection Out and Purchase/ Invoice Entry • Debit Note Entry and Rejection Out Vs Debit Note • Sales Order and Delivery Note Entry • Rejection In and Sales/ Invoice Entry • Credit Note Entry and Rejection In Vs Credit Note • Discount Column in Invoice and Customer Credit Limit • Entry for Free Quantity and Different Price List
<p>Module-5 Voucher Classes & Manufacturing Entries</p>	<ul style="list-style-type: none"> • Voucher Class Creation and Payment Voucher Entry using Class • Sales Voucher Class and Sales Invoice Entry Using Class • BOM and Stock Adjustment Entry • Exporting Data and Report Viewing
<p>Module-6 Basic Understanding of Taxation & Goods and Services Tax (GST)</p>	<ul style="list-style-type: none"> • Direct Tax • Indirect Tax • Activating GST in Tally Prime • Setting up GST • GST Rates and Invoices • Creating GST Masters
<p>Module-7 Sales & Purchase Voucher with GST</p>	<ul style="list-style-type: none"> • Updating GST Details of Suppliers • Intra-State Purchase Entry • Inter-State Purchase Entry • Purchase Entry for Unregistered Dealers • Reverse Charge Mechanism Entry (RCM) • Intra-State Sales Entry • Inter-State Sales Entry

Module-8 Stock Transfer Entries with GST	<ul style="list-style-type: none"> • Printing GST Purchase and Sales Invoice • GST Report and Return • Treatment of Drawings, Free • Sample and Charity with GST • Point of Sale (POS) • Purchase of Fixed Asset with GST
Module-9 Introduction to Tax Deducted at Source (TDS)	<ul style="list-style-type: none"> • Configuring TDS in Tally Prime • Master Creation • Processing Transactions • TDS with GST • TDS Reports

Module 10 : Employability Skills (30 Hrs)

Key Learning Outcomes

Introduction to Employability Skills Duration: 1 Hour

After completing this programme, participants will be able to:

1. Discuss the importance of Employability Skills in meeting the job requirements

Constitutional values - Citizenship Duration: 1 Hour

2. Explain constitutional values, civic rights, duties, citizenship, responsibility towards society etc. that are required to be followed to become a responsible citizen.
3. Show how to practice different environmentally sustainable practices

Becoming a Professional in the 21st Century Duration: 1 Hours

4. Discuss 21st century skills.
5. Display positive attitude, self -motivation, problem solving, time management skills and continuous learning mindset in different situations.

Basic English Skills Duration: 2 Hours

6. Use appropriate basic English sentences/phrases while speaking

Communication Skills Duration: 4 Hour

7. Demonstrate how to communicate in a well -mannered way with others.
8. Demonstrate working with others in a team

Diversity & Inclusion Duration: 1 Hour

9. Show how to conduct oneself appropriately with all genders and PwD
10. Discuss the significance of reporting sexual harassment issues in time

Financial and Legal Literacy Duration: 4 Hours

11. Discuss the significance of using financial products and services safely and securely.
12. Explain the importance of managing expenses, income, and savings.
13. Explain the significance of approaching the concerned authorities in time for any exploitation as per legal rights and laws

Essential Digital Skills Duration: 3 Hours

14. Show how to operate digital devices and use the associated applications and features, safely and securely
 15. Discuss the significance of using internet for browsing, accessing social media platforms, safely and securely

Entrepreneurship Duration: 7 Hours

16. Discuss the need for identifying opportunities for potential business, sources for arranging money and potential legal and financial challenges

Tools & Machines

- : 1. Software Latest Version of Tally Multiuser (Tally Prime as on today)
 2. Computer with Web Cam

3. Internet Connection

Marks Distribution

Outcome	Outcome Code	Total Th marks	Total Pr marks	Total OJT marks
Demonstrate Accounting system along with financial statement	BFI/0506/OC1	0	0	120
Illustrate Tally software for accounting purpose	BFI/0506/OC2	0	0	120
Create accounting master and manage journal entries in Accounting Vouchers	BFI/0506/OC3	0	0	120
Maintain inventory along with purchase and sales cycle	BFI/0506/OC4	0	0	120
Create voucher classes for manufacturing entries	BFI/0506/OC5	0	0	80
Demonstrate different taxation system	BFI/0506/OC6	0	0	80
Display Sales & Purchase Voucher with GST	BFI/0506/OC7	0	0	80
Generate GST Reports by posting stock transfer entries	BFI/0506/OC8	0	0	120
Activate TDS in Tally	BFI/0506/OC9	0	0	110
Employability Skills – 30 Hrs	DGT/VSQ/N0101	50	0	0