Audyogik Shikshan Mandal's

(Society Regd. No. Maharashtra/1330/Pune 83; Public Trust No. F-2451/Pune 83)

INSTITUTE OF PROFESSIONAL STUDIES (IPS)

(Approved by AICTE, Govt. of India & affiliated to University of Pune)

AICTE CODE : 1-4240185   DTE CODE : MB6166   AISHE CODE : C-46639

ADON CERTIFICATION PROGRAM 2018-19

	Batch 2018-20						
1	Excel (Basics)	**CC01**	**2018**	**1**	**32 hrs**	49	49
2	Excel (Advance)	**CC02**	**2018**	**1**	**34 hrs**	49	49
3	Business Communication Skills	**CC03**	**2018**	**1**	**30 hrs**	49	49
4	Tally ACE (Certificate)	**CC04**	**2018**	**1**	**35 hrs**	**35**	**35**
5	Tally Pro (Certificate)	**CC05**	**2018**	**1**	**35 hrs**	**35**	**35**

SYLLABUS: CCO1 Excel (Basics)-CCO1-Old

Excel is one of the most widely used solutions for analyzing data. Explore real-world examples and learn how to use the powerful tools built into Excel to analyze more data, with improved visualizations and more sophisticated business logic.

This series of three self-paced courses, hosted by leading experts, teaches you how to use Excel to organize, summarize, analyze, model, and visualize data for use in numerous data analytics and data science applications.

Target Audience: Any graduate and management students.

Approximate Duration of the course: 30-40 hours.

Course Objectives:
- Understand Excel Abilities and its Functions.
- Explain Data Security, Formatting and Analyzing concepts.
- Understand the specialized functions like DSUM, DMAX etc.
- Explain the advanced options of Pivot Table.
- Summarize data by using Sparklines.
- Record and play a macro.
- Edit a macro using VBA Editor.
- Explain how to manage scenarios.
- Describe the restrictions and manipulating techniques.

Delivery

Each theory module introduces aspects of MS EXCEL 2007 and is followed by a practical exercise. Every participant will have dedicated use of a workstation for these practical exercises.

<div align="center">**Notional Student Workload**</div>

Lectures/case studies sessions	15 hrs
Guided Internship and practical training sessions	17 hrs
Total	**32 hrs**

Assessment:

Formal assessment of this module will be conducted through theory examinations, presentation, Assignments.

Sr. No.	Internal Evaluation Components	Weightage	Remarks
1	Internal Assessment	50 %	50 Marks
2	End-Term Examination (Presentations/Assignment/Practicals/Projects etc..)	50%	50 Marks

Course Outline and Breakup – MSExcel – 2007

A) The Excel Environment
  ➢ Opening a Workbook
  ➢ The Excel Ribbon, The Quick Access Toolbar
  ➢ Worksheets, Moving Around a Worksheet and Workbook
  ➢ Printing a Worksheet
  ➢ Saving a Workbook File

B) Working with Data: Basic Techniques
  ➢ Cells and Ranges, Selecting Ranges
  ➢ Selecting All Cells in a Dataset Using Shortcut Keys
  ➢ Selecting All Cells in a Worksheet
  ➢ Selecting Non-contiguous Ranges
  ➢ Selecting Cells and Named Ranges
  ➢ Selecting Otherwise Difficult to Select Cells with Go To Special
  ➢ Filling Series
  ➢ Copying and Moving Entries
  ➢ The Undo Command

C) Increasing Spreadsheet Readability
  ➢ Working with Rows and Columns
  ➢ Making Better Use of Screen Space
  ➢ Basic Cell Formatting
  ➢ Basic Number Formatting
  ➢ Conditional Formatting
  ➢ Formatting and Other Options with Paste Special
  ➢ Setting Up a Worksheet for Printing

D) Excel Formulas
  ➢ Copying Formulas
  ➢ The Autocomplete Formula Option
  ➢ Entering Formulas by Pointing
  ➢ Other Ways to Copy Formulas
  ➢ Hierarchy of Mathematical Operations
  ➢ Summation Icon
  ➢ Editing or Correcting Formulas
  ➢ Showing Actual Formulas in Cells

E) Useful Excel Functions
- IF Statements
- Text Functions
- Flash Fill
- Basic Date and Time Functions
- Range Names
- Lookup Functions
- Other Lookup and Reference Functions
- Error Trapping
- Rounding Functions
- The SUMPRODUCT Function
- Modeling Uncertainty in Excel
- Excel Financial Functions
- COUNT, COUNTA, and COUNTBLANK Functions

LIST OF STUDENTS ENROLLED FOR CCO1 EXCEL (Basics)
MBA 2018-2020 BATCH

Student Name	Sign.	Sr. No.	Student Name	Sign.
AARTI ASHOK MAGAR		25	NISHANK SUDHAKAR DIXIT	
ABHIJEET HANUMANT WAYKAR		26	NISHIKANT TIWARI	
ADESH ARJUN VARPE		27	OMKAR ASHOK BHILARE	
ADITI CHOWDHURY		28	PALLAVI DUBEY	
AHER PUJA SAMPAT		29	PALLAVI GAJANAN RAUT	
AHIRRAO SHARVARI SUSHIL		30	PANDHARINATH ARUN KONGE	
AISHWARYA SANDIP AMLE		31	PANDIT ASHOK PATIL	
AJAY JAYANT JADHAV		32	PANDURANG VISHNU PAWAR	
AJAY KHANDELWAL		33	RAJU SHIVAJI SONAWANE	
AJAY SHYAMLAL DUSEJA		34	RAMAKRISHNA GADAMSETTI	
BALU MAHADEV PITALE		35	RATHOD AVINASH NAMDEV	
BHAGAT CHAITALI TUKARAM		36	RAUSHAN KUMAR R.SINGH	
BHALCHANDRA DILIP SHIRKE		37	RAVI SUKHANANDAN SHELKE	
BHALEKAR PURUSHOTTAM P.		38	RAVINDRA RAOSAHEB JADHAV	
BHONGADE KAVITA ANKUSH		39	REHANA MAGDOOM PATEL	
BIRADAR SANDHYA DHANAJIRAO		40	RENOY CHERIAN AMPRAYIL	
BODAKHE VAIBHAV SURESH		41	ROHOKALE PAVAN DAGADU	
DEEPAK KUMAR PANDEY		42	RUPALI VILAS HANDE	
DEEPAK SITARAM AHIRE		43	RUSHIKESH BHASKAR BHAMARE	
DHANANJAY KUMAR SINGH		44	RUTUJA VILAS YERUNKAR	
DIPIKA RAJENDRA KORE		45	SACHIN MOTIRAM PATIL	
DIVYA DILIP MANKESHWARE		46	SAGAR MAKHHAN MAHALE	
GAURAV RAJ		47	SALIM GULAB MOMIN	
GAURI BRAMHADEV MUNDE		48	SANDIP DHARMARAJ GITE	
		49	SANDIP RAJKUMAR DONGARE	

Subject: Excel Advance (CCO2)

This course in spreadsheet modeling is an online, web-based, interactive course that is designed to aid business students and practitioners at all levels in using Excel functionality to summarize, report, and analyze data. Furthermore, in today's data-driven environment, companies expect managers to develop spreadsheet models to aid decision making. Because the electronic spreadsheet dominates as the primary tool for analyzing data and modeling business problems, all students should master a core set of skills in using Excel in order to help them solve problems and/or analyze cases in a wide variety of courses from finance to marketing.

This course presumes that students possess a very basic working knowledge of Excel. Upon completion of the spreadsheet-modeling course, students should be able to use Excel to effectively analyze data and develop models for business analysis that will greatly facilitate their coursework.

For example

Target Audience: Any graduate and management students with basic working knowledge of Excel

Approximate Duration of the course: 30-45 hours.

Course Objectives:
- Creating pro forma income statement and balance sheet models in accounting.
- Developing valuation and portfolio optimization models in finance.
- Analyzing pricing issues, estimating customer lifetime value, or summarizing a market research survey in a marketing class.
- Developing an aggregate planning model or analyzing sales data to develop an inventory strategy in an operations management class.

Framework of the course:
a) **Teaching Learning:** For delivery of the course, it expected to use L (Lecture) + T (tutorial) + P (Practical) Pattern. Tutor of the course delivers lecture of 1 hours and conduct tutorial/Practical of 2 hours wherein participants solve examples/problems/practicals on their own or with the help of the tutor.
b) **Evaluation:** Class work, Assignments, and written examination.

A) **Excel Functions**
- Excel Statistical Functions
- Conditional Counts
- Conditional Sums
- Removing Duplicates
- Sorting in Excel
- Filtering Data
- Subtotals
- Pivot Tables
- Pivot Charts
- Conditional Formatting: The Formula Option

B) Charts
- Creating Charts
- Moving and Resizing Charts
- Basic Formatting of Charts
- Formatting Axes and Data Series
- Customizing Charts

C) Importing Data into Excel
- Importing from a Text or Word file
- Using Web Queries to Import Data from the Web

D) The Art of Spreadsheet Modelling
- Model Building Blocks
- Model Terminology
- The Spreadsheet Model Building Process
- Rules to Guide Intelligent Modeling
- Building a Model
- Set up the Spreadsheet Model
- One-Way Data Tables
- Two-Way Data Tables
- Goal Seek
- Auditing
- Flexibility
- Using Comments and Text Boxes
- Error Trapping
- Using F9 and Evaluate-Formula Feature
- Scenarios
- Spinners
- Model Limitations

E) Using Excel Solver
- Solving Optimization Problems
- Developing a Solver Model
- Configuring Solver to Find Solutions

F) Three-Dimensional Formulas and the Table Feature
- Three-Dimensional Formulas
- Using the Excel Table Feature
- Circular References

G) Monte Carlo Simulation
- Uncertainty and Monte Carlo Simulation
- Random Variables

LIST OF STUDENTS ENROLLED FOR CCO2 EXCEL (Advance)
MBA 2018-2020 BATCH

Sr. No.	Student Name	Sign.	Sr. No.	Student Name	Sign.
1	AARTI ASHOK MAGAR		25	NISHANK SUDHAKAR DIXIT	
2	ABHIJEET HANUMANT WAYKAR		26	NISHIKANT TIWARI	
3	ADESH ARJUN VARPE		27	OMKAR ASHOK BHILARE	
4	ADITI CHOWDHURY		28	PALLAVI DUBEY	
5	AHER PUJA SAMPAT		29	PALLAVI GAJANAN RAUT	
6	AHIRRAO SHARVARI SUSHIL		30	PANDHARINATH ARUN KONGE	
7	AISHWARYA SANDIP AMLE		31	PANDIT ASHOK PATIL	
8	AJAY JAYANT JADHAV		32	PANDURANG VISHNU PAWAR	
9	AJAY KHANDELWAL		33	RAJU SHIVAJI SONAWANE	
10	AJAY SHYAMLAL DUSEJA		34	RAMAKRISHNA GADAMSETTI	
11	BALU MAHADEV PITALE		35	RATHOD AVINASH NAMDEV	
12	BHAGAT CHAITALI TUKARAM		36	RAUSHAN KUMAR R.SINGH	
13	BHALCHANDRA DILIP SHIRKE		37	RAVI SUKHANANDAN SHELKE	
14	BHALEKAR PURUSHOTTAM P.		38	RAVINDRA RAOSAHEB JADHAV	
15	BHONGADE KAVITA ANKUSH		39	REHANA MAGDOOM PATEL	
16	BIRADAR SANDHYA DHANAJIRAO		40	RENOY CHERIAN AMPRAYIL	
17	BODAKHE VAIBHAV SURESH		41	ROHOKALE PAVAN DAGADU	
18	DEEPAK KUMAR PANDEY		42	RUPALI VILAS HANDE	
19	DEEPAK SITARAM AHIRE		43	RUSHIKESH BHASKAR BHAMARE	
20	DHANANJAY KUMAR SINGH		44	RUTUJA VILAS YERUNKAR	
21	DIPIKA RAJENDRA KORE		45	SACHIN MOTIRAM PATIL	
22	DIVYA DILIP MANKESHWARE		46	SAGAR MAKHHAN MAHALE	
23	GAURAV RAJ		47	SALIM GULAB MOMIN	
24	GAURI BRAMHADEV MUNDE		48	SANDIP DHARMARAJ GITE	
			49	SANDIP RAJKUMAR DONGARE	

Business Communication (CCO3) - Old

Course Overview

Every organization is on the lookout for people with good communication skills but unfortunately the business need for employees with good communication skills is often not fulfilled. There is a high correlation between communication skills and job opportunities. It is very important to stand out of the competition and make a mark by demonstrating the requirements that are in demand such as leadership and communication skills. Skills Certification provides a high learning curve and focuses on assessing the candidates on these parameters.

Target Audience: Any graduate and management students.
Approximate Duration of the course: 30-40 hours.

Course Objectives:

The objectives of this course are:
    a) To provide an overview of Prerequisites to Business Communication.
    b) To put in use the basic mechanics of Grammar.
    c) To provide an outline to effective Organizational Communication.
    d) To underline the nuances of Business communication.
    e) To impart the correct practices of the strategies of Effective Business writing.

Course Outcomes

On completion of this course, the students will be able to
1. To be familiar with the complete course outline/Course Objectives/Learning Outcomes/ Evaluation Pattern & Assignments
2. To participate in an online learning environment successfully by developing the implication-based understanding of Paraphrasing, deciphering instructions, interpreting guidelines, discussion boards & Referencing Styles.
3. To demonstrate his/her ability to write error free while making an optimum use of correct Business Vocabulary & Grammar.
4. To distinguish among various levels of organizational communication and communication barriers while developing an understanding of Communication as a process in an organization.
5. To draft effective business correspondence with brevity and clarity.
6. To stimulate their Critical thinking by designing and developing clean and lucid writing skills.
7. To demonstrate his verbal and non-verbal communication ability through presentations.

COURSE CONTENT

Introduction to Communication
➢ Theory of Business Communication
➢ Classification Of Communication
➢ The Purpose Of Communication
➢ The Process Of Communication
➢ The Seven C's Of Communication In Verbal Communication
➢ Universal Elements In Communication
➢ Interaction With Social And Electronic Media

Diversity and Organizational Communication
➢ Organizational Communication
➢ Assumptions underlying early organizational communication

Communication Barriers

➤ Barriers To Communication

Recommended Books:

1. Mishra. B, Sharma. S (2011) Communication Skills for Engineers and Scientists. PHI Learning Pvt. Ltd. ISBN: 8120337190.
2. Chaturvedi P. D, Chaturvedi M. (2011) Business Communication: Concepts. Cases and Applications. Pearson Education India. ISBN: 8131718727.
3. Greenbaum. Sidney. College Grammar of English. Longman Publishers. ISBN: 9780582285972.

LIST OF STUDENTS ENROLLED FOR CCO3 Business Communication Skill
MBA 2018-2020 BATCH

Sr. No.	Student Name	Sign.	Sr. No.	Student Name	Sign.
1	AARTI ASHOK MAGAR		25	NISHANK SUDHAKAR DIXIT	
2	ABHIJEET HANUMANT WAYKAR		26	NISHIKANT TIWARI	
3	ADESH ARJUN VARPE		27	OMKAR ASHOK BHILARE	
4	ADITI CHOWDHURY		28	PALLAVI DUBEY	
5	AHER PUJA SAMPAT		29	PALLAVI GAJANAN RAUT	
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14	BHALEKAR PURUSHOTTAM P.		38	RAVINDRA RAOSAHEB JADHAV	
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16	BIRADAR SANDHYA DHANAJIRAO		40	RENOY CHERIAN AMPRAYIL	
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22	DIVYA DILIP MANKESHWARE		46	SAGAR MAKHHAN MAHALE	
23	GAURAV RAJ		47	SALIM GULAB MOMIN	
24	GAURI BRAMHADEV MUNDE		48	SANDIP DHARMARAJ GITE	
			49	SANDIP RAJKUMAR DONGARE	

Tally ACE (CCO4)

OVERVIEW

This course is designed to impart knowledge regarding concepts of Financial Accounting. Tally is an accounting package which is used for learning to maintain accounts. As this course is useful for Commerce students to get placements in different offices as well as companies in Accounts departments.

COURSE OBJECTIVES

- Tally ACE is about understanding basic knowledge of how to maintain books of accounts.
- The course fulfils dream of beginner and will recognize skills of a candidates learning Tally ERP 9. Online assessment will be conducted, and successful candidates will earn a verifiable digital certificate from Tally.
- Tally ACE certifies the candidate as job ready and opens up multiple career opportunities, a certified candidate can opt to become an entrepreneur as well.

COURSE CONTENT

- Fundamentals of Accounting
- Maintaining Charts of Accounts in Tally.ERP 9
- Maintaining Stock Keeping Units (SKU)
- Recording Day to Day Transactions in Tally.ERP 9
- Accounts Receivable and Payable Management
- MIS Reports
- Goods & Services Tax (GST)
- Recording Vouchers with Tax Deducted at Source (TDS)

ASSESSMENT FEATURES

- Assessment Format : Online
  Duration : One Hour
  No. of Exams : One Exam
  Certification Type : Digital

Detailed Syllabus

Chapter 1: Fundamentals of Accounting – 6 hours
- ➢ Introduction
- ➢ Accounting Terms
- ➢ Accounting Assumptions, Concepts and Principles
  - Assumptions
  - Concepts
  - Principles
- ➢ Double Entry System of Accounting
- ➢ Types of Accounts
- ➢ The Golden Rules of Accounting
- ➢ Source Documents for Accounting
- ➢ Recording of Business Transactions
  - The Accounting Equation
  - Recording of Transactions in Books of Original Entry/Journal

- Use of Debit and Credit
- Rules of Debit and Credit
- Recording of Business Transactions in Journal
- Ledger
  - Need for Ledger
  - Differences between a Journal and a Ledger
  - Classification of Ledger Accounts
  - Posting from Journal
- Trial Balance
  - Methods of Preparation
- Subsidiary Books & Control Accounts
  - Cash Book
    - Single Column Cash Book
    - Double Column Cash Book
    - Three Column Cash Book
  - Petty Cash Book
  - Purchase (Journal) Book
  - Purchases Return (Journal) Book
  - Sales (Journal) Book
  - Sales Return (Journal) Book
  - Journal Proper
  - Control Accounts
- Financial Statements
  - Trading and Pro"t & Loss Account
  - Trading Account
  - Profit & Loss Account
  - Balance Sheet
  - Types of Assets and Liabilities included in a Balance Sheet
- Key Takeaways
- Practice Exercises

Chapter 2: Maintaining Chart of Accounts – 4 hours
- Introduction
  - Getting Started with Tally.ERP 9
  - Mouse/Keyboard Conventions
- Company Creation
  - Shut a Company
  - Select a Company
  - Alter Company Details
- Company Features and Configurations
  - F11: Company Features
  - F12: Configuration
- Chart of Accounts
  - Ledger & Group
    - Ledger Creation
      - Single Ledger Creation
      - Multi Ledger Creation
      - Altering and Displaying Ledgers
    - Group Creation
      - Single Group Creation

- Multiple Group Creation
  - Displaying Groups and Ledgers
    - Displaying Groups
    - Display of Ledgers
  - Deletion of Groups and Ledgers

Chapter 3: Recording Day-to-Day Transactions – 10 hours
- Introduction
- Business Transactions
  - Source Document for Voucher
  - Recording Transactions in Tally.ERP 9
- Accounting Vouchers
  - Receipt Voucher (F6)
  - Contra Voucher (F4)
  - Payment Voucher (F5)
  - Purchase Voucher (F9)
  - Sales Voucher (F8)
  - Debit Note Voucher
  - Credit Note (Ctrl+F8)
  - Journal Voucher (F7)

Chapter 4: Accounts Receivable and Payable Management – 10 hours
- Introduction
  - Accounts Payable and Receivables
- Maintaining Bill-wise Details
- Activation of Maintain Bill-wise Details Feature
- New Reference
- Against Reference
- Advance
- On Account
- Stock Category Report
- Changing the Financial Year in Tally.ERP 9

Chapter 5: MIS Reports – 5 hours
- Introduction
- Advantages of Management Information Systems
- MIS Reports in Tally.ERP 9
  - Trial Balance
  - Balance Sheet
  - Profit and Loss Account
  - Cash Flow Statement
  - Ratio Analysis
  - Books and Reports
  - Day Book
    - Receipts and Payments
    - Purchase Register
    - Sales Register
    - Bills Receivable and Bills Payable

LIST OF STUDENTS ENROLLED FOR CCO4 Tally ACE

Sr. No.	Student Name	Sign.	Sr. No.	Student Name	Sign.
1	Pavan R. Rajput		21	Rupak Malode	
2	Pavan R. Rajput		22	Sagar R. Bhoi	
3	Yash Bhavsar		23	Sandhya G. Patil	
4	Satish V. Muthu		24	Sapna S. Sharma	
5	Ashish Kumar		25	Shilpa Chakali	
6	Bhandari Geeta Singh		26	Shingadiya Divesh Harjivan	
7	Charulatha Shankar		27	Samrika Singh	
8	Chauhan Piyushkumar Narendra		28	Sreeja Subhash	
9	Choudhary Hargovind Ganesh		29	Sushila P. Jamdade	
10	Dinesh S. Ajwani		30	Swati B. Roy	
11	Fatima E. Mulla		31	Tejas Mohan Upasani	
12	Hamdani Akib Rajak		32	Udita Vijay Jha	
13	Harshal B. Ahir		33	Umesh R Mahajan	
14	Karmveer		34	Vinayak D. Hupare	
15	Nitalee Anil Dive		35	Vinod B. Kharade	
16	Pooja R. Vishwakarma				
17	Pratik P. Bhore				
18	Rahul A. Bari				
19	Rohini N. Dalvi				
20	Ronit Saran				

Course Title: TALLY PRO (CCO5)

Overview:
This advanced level certification from Tally is for candidates aspiring for growth in their careers. Candidates passing the online assessment will earn a verifiable digital certificate from Tally. Tally PRO will help certified candidate take a significant shift in the career and prepares to Handle mid-level positions in an organization.

Objective:
This course is designed to impart knowledge regarding concepts of Financial Accounting Tally is an accounting package which is used for learning to maintain accounts. As this course is useful for Commerce students to get placements in different offices as well as companies in Accounts departments.

SYLLABUS

Chapter 1: Journalizing and Posting of Transaction – 5 hours.
- Introduction
- Trial Balance
  - Methods of Preparation
- Subsidiary Books & Control Accounts
  - Cash Book
    - Single Column Cash Book
    - Double Column Cash Book
    - Three Column Cash Book
  - Petty Cash Book
  - Purchase Book
  - Purchase Return Book
  - Sales Book
  - Sales Return Book
  - Journal Proper
  - Control Accounts
- Financial Statements
  - Trading and Profit & Loss Account
    - Trading Account
    - Profit & Loss Account
  - Balance Sheet
    - Types of Assets and Liabilities included in Balance Sheet

Chapter 2: Accounts Receivable and Payable Management – 5 hours
- Introduction
- Accounts Payable and Receivable
- Maintaining Bill-wise Details
- Activation of Maintaining Bill-wise Details Feature
- New Reference
- Against Reference
- Advance Reference
- On Account
- Credit Limit

- Activate Credit Limit
- Setting Credit Limits
- Exceeding Credit Limits
- Exception to Credit Limits
- Payment Performance of Debtors
- Changing the Financial Year in Tally.ERP 9

Chapter 3: Banking – 5 hours
- Introduction
- Banking Payments
- Setting up Banking Features
- Cheque Management
  - Cheque Printing
    - Single Cheque Printing
    - Multi Cheque Printing
  - Cheque Register
    - Cancelled Cheque
    - Blank Cheque
- Bank Reconciliation
  - Manual Bank Reconciliation
  - Auto Bank Reconciliation
- Deposit Slip
  - Cash Deposit Slip
  - Cheque Deposit Slip
- Payment Advice
- Managing of Post-dated Cheques
- Notional Bank
- Post-dated Report
- Handling e-Payments in Tally. ERP 9
  - e-Payments Report
  - Exporting e-Payment Transactions from e-Payments Report
  - Sending Payment Instructions to Bank
- Updating the Bank Details Instantly in Tally. ERP 9

Chapter 4: Allocation and Tracking of Expenses and Incomes – 5 hours
- Introduction
- Cost Centre and Cost Categories
  - Activation of Cost Category and Cost Centre
  - Allocation of Expenses and Incomes using Cost Centre
  - Allocation of Expenses and Incomes using Cost Centre with Cost category
    - Allocation of expenses to multiple cost centers and cost categories
- Automation of Cost Centre and Cost Categories while recording transactions
  - Cost Centre Classes
- Cost Centre Reports
  - Category Summary
  - Cost Centre Break-up
  - Ledger Break-up

- Group Break-up

Chapter 5: MIS Reports – 5 hours
- ➢ Introduction
- ➢ Advantages of Management Information Systems
- ➢ Types of MIS Reports in Tally. ERP 9
- ➢ MIS Reports in Tally. ERP 9
  - Trial Balance
  - Balance Sheet
  - Profit and Loss Account
  - Cash Flow Statement
  - Funds Flow Statement
  - Ratio Analysis
  - Books and Accounting Reports
    - Day Book
    - Receipts and Payments
    - Purchase Register
    - Sales Register
    - Bills Receivable and Bills Payable
  - Inventory Reports
    - Stock Summary
    - Stock Transfer
    - Movement Analysis
    - Ageing Analysis

Chapter 6 Goods and Services Tax – 5 hours
- ➢ Introduction to GST
- ➢ Getting Started with GST (Goods)
- ➢ Advance adjustments and Entries (Goods)
- ➢ Getting Started with GST (Services)
- ➢ Advance adjustments and Entries (Services)

Chapter 7 Tax Deducted at Source (TDS) – 5 hours
- ➢ Introduction
- ➢ Basic Concepts of TDS
- ➢ TDS Process
- ➢ TDS in Tally. ERP 9
- ➢ Activation of TDS Feature in Tally. ERP 9
- ➢ TDS Statutory Masters
- ➢ Configuring TDS at Group Level
- ➢ Configuring TDS at Ledger Level
- ➢ Booking of Expenses in Purchase Voucher
- ➢ Recording Transactions
  - Expenses Partly Subject to TDS
  - Booking Expenses and Deducting TDS Later
  - Accounting Multiple Expenses and Deducting TDS Later
  - Accounting for TDS on Advance Payments against Transport

- TDS on Expenses at Lower Rate
- TDS on Expenses at Zero Rate
- Deducting TDS on Payments
- Reversal of Expenses with TDS
- Deducting TDS on Expenses with Inventory
- Accounting TDS on Fixed Assets
- Payment of TDS

➢ TDS Reports
  - Challan Reconciliation
  - TDS Outstanding
  - E-Return

LIST OF STUDENTS ENROLLED FOR CCO5 Tally pro

Sr.No.	Student Name	Sign.		Sr. No.	Student Name	Sign.
1	Pavan R. Rajput			21	Rupak Malode	
2	Pavan R. Rajput			22	Sagar R. Bhoi	
3	Yash Bhavsar			23	Sandhya G. Patil	
4	Satish V. Muthu			24	Sapna S. Sharma	
5	Ashish Kumar			25	Shilpa Chakali	
6	Bhandari Geeta Singh			26	Shingadiya Divesh Harjivan	
7	Charulatha Shankar			27	Samrika Singh	
8	Chauhan Piyushkumar Narendra			28	Sreeja Subhash	
9	Choudhary Hargovind Ganesh			29	Sushila P. Jamdade	
10	Dinesh S. Ajwani			30	Swati B. Roy	
11	Fatima E. Mulla			31	Tejas Mohan Upasani	
12	Hamdani Akib Rajak			32	Udita Vijay Jha	
13	Harshal B. Ahir			33	Umesh R Mahajan	
14	Karmveer			34	Vinayak D. Hupare	
15	Nitalee Anil Dive			35	Vinod B. Kharade	
16	Pooja R. Vishwakarma					
17	Pratik P. Bhore					
18	Rahul A. Bari					
19	Rohini N. Dalvi					
20	Ronit Saran					