

पत्रांक: बीएसडीएम/एसडीएम-64/2020/...377...

बिहार सरकार
श्रम संसाधन विभाग
बिहार कौशल विकास मिशन

प्रेषक,

मिशन निदेशक,
बिहार कौशल विकास मिशन,
श्रम संसाधन विभाग,
बिहार, पटना।

सेवा में,

सभी केन्द्र संचालक,
बिहार स्टेट सर्टिफिकेट इन फायनेंशियल एकाउंटिंग
बिहार

पटना, दिनांक : 07/02/2024

विषय : बिहार स्टेट सर्टिफिकेट इन फायनेंशियल एकाउंटिंग योजनान्तर्गत नवीन पाठ्यक्रम के अनुसार प्रशिक्षण प्रदान करने के संबंध में।

महाशय,

उपर्युक्त विषय के आलोक में सूचित करना है कि बिहार स्टेट सर्टिफिकेट इन फायनेंशियल एकाउंटिंग योजनान्तर्गत आयोजित बैठक दिनांक 19.10.2023 में लिये गये निर्णय के आलोक में नवीन पाठ्यक्रम एवं आवश्यक सॉफ्टवेयर की जानकारी तैयार कर पत्र के साथ प्रेषित की जा रही है।

अतः बिहार स्टेट सर्टिफिकेट इन फायनेंशियल एकाउंटिंग योजनान्तर्गत संचालित सभी कौशल प्रशिक्षण केन्द्रों को निदेशित किया जाता है कि वे आवश्यक सॉफ्टवेयर का Installation दिनांक 20.02.2024 तक सुनिश्चित कर लें ताकि दिनांक 01.03.2024 से नवीन कोर्स में प्रशिक्षण प्रदान किया जा सके। कोर्स Upgradation नहीं करने वाले कौशल प्रशिक्षण केन्द्रों को अगले माह का लक्ष्य आंवटित नहीं किया जायेगा।

उक्त सॉफ्टवेयर के उपयोग के संबंध में बिहार कौशल विकास मिशन द्वारा उन्मुखीकरण-सह-प्रशिक्षण (Orientation-Cum-Training Session) कार्यक्रम का आयोजन किया जायेगा जिसकी सूचना पृथक से आपको प्रदान की जायेगी।

उपरोक्त प्रस्ताव पर सक्षम प्राधिकार का अनुमोदन प्राप्त है।

अनुलग्नक : यथोक्त

विश्वासभाजन

(सुरेश कुमार सिंह)

मिशन निदेशक
बिहार कौशल विकास मिशन

पटना, दिनांक 07/02/2024

ज्ञापांक : बीएसडीएम/एसडीएम-64/2020/...377...

प्रतिलिपि - परियोजना निदेशक, MKCL को सूचनार्थ एवं आवश्यक कार्यार्थ प्रेषित।

मिशन निदेशक

बिहार कौशल विकास मिशन

Annexure – I

Bihar State – Certificate in Financial Accounting (BS-CFA) **(Tally Prime)**

We are launching a new course with Tally Prime version in comparison to the previous course with Tally version 9 for several important reasons:

1. **Stay Current:** Tally Prime represents the latest iteration of Tally's software, incorporating significant enhancements, improvements, and modernization. It is essential for our learners to be up to date with the latest software versions to remain competitive in the field.

2. **Enhanced Features:** Tally Prime introduces new features and functionalities that are not available in Tally version 9. These enhancements can streamline accounting processes, improve efficiency, and offer a more comprehensive learning experience.

3. **Adaptation to Industry Standards:** Many businesses and organizations have upgraded to Tally Prime, making it the industry standard. By offering a course on Tally Prime, we ensure that our learners are prepared to meet the demands of the job market and work effectively in real-world scenarios.

4. **Improved User Experience:** Tally Prime offers a more user-friendly and intuitive interface compared to Tally version 9. Teaching with the latest software ensures that our learners have a smoother and more enjoyable learning experience.

5. **Future-Proofing:** By focusing on Tally Prime, we future-proof our course content. This means that our learners will acquire skills that are relevant not only in the present but also as the software continues to evolve.

In summary, launching a new course with Tally Prime is essential to provide our learners with the most current and valuable skills, aligning our offerings with industry standards and enhancing the overall quality of education we provide.

To give a brief overview as to what the new course will look like, following is the Table of Content (ToC) for the new course.

BS-CFA (Tally Prime)		
Session	Topic	Content
Session 1	Introduction to Accounting	Introduction & Objective of Session
		Definition & Utility of Accounting
		Introduction to Accounting
		Method of Accounting
		Financial Accounting Concept
		Basic Books of Accounts

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		Recording Transactions
		Manual Vs Computerized Accounting
		Financial Reports under Accounting
		Knowledge Checks - 30
		Practice Assignments - 2
		Processfolios - 1
Session 2	Introduction of Tally Prime	Introduction & Objective of Session
		History of Tally
		Importance of Tally in accounting
		Tally ERP 9 Vs Tally Prime
		Tally Prime Setup - Download
		Tally Prime Setup - Installation
		Tally License Information
		Tally Prime Interface - Select Company
		Tally Prime Interface - Manage Options - Other Buttons
		Tally Prime Interface - Manage Options - F1 Help Button
		Knowledge Checks - 30
		Practice Assignments - 2
		Processfolios - 1
		Open-Ended - 1
Session 3	Maintaining Data in Tally Prime	Introduction & Objective of Session
		Company Creation in Tally Prime - I
		Company Creation in Tally Prime - II
		Company Feature in Tally Prime - Accounting Feature
		Company Feature in Tally Prime - Inventory Feature
		Company Feature in Tally Prime - Taxation & Other Feature
		Gateway of Tally Introduction - Menu Options - I
		Gateway of Tally Introduction - Menu Options - II
		Gateway of Tally Introduction - Main Screen - I
		Gateway of Tally Introduction - Main Screen - II
		Knowledge Checks - 30
		Practice Assignments - 2
		Processfolios - 1
		Open-Ended - 1
Session 4	Accounting Master Setup	Introduction & Objective of Session
		Accounting Group Introduction
		Accounting Group & Sub Group Creation I
		Accounting Group & Sub Group Creation II
		Accounting Group & Sub Group Alteration/Deletion

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		Accounting Ledger Introduction
		Accounting Ledger Creation - I
		Accounting Ledger Creation - II
		Accounting Ledger Creation - III
		Accounting Ledger Alteration/Deletion
		Practice Assignments - 2
		Processfolios - 1
		Open-Ended - 1
		Long Assignments - 1 (covering one or more financial years)
Session 5	Inventory Master Setup	Introduction & Objective of Session
		Stock Group Introduction
		Stock Group Creation
		Stock Group Alteration / Deletion
		Stock Category Introduction
		Stock Category Creation
		Stock Category Alteration / Deletion
		Unit of Measurement Introduction
		Unit of Measurement Creation - Simple & Compound
		Unit of Measurement Alteration/Deletion
		Godown Introduction
		Godown Vs Location
		Godown and Location Creation
		Godown Location, Alteration/Deletion
		Stock Item Introduction
		Stock Item Creation
		Stock Item Alteration/Deletion
		Knowledge Checks - 30
		Practice Assignments - 2
Processfolios - 1		
Session 6	Voucher Types & Chart of Accounts	Introduction & Objective of Session
		Voucher Types in Tally Introduction
		Voucher Types Creation/Alteration in Tally Prime
		Chart of Accounts in Tally Prime
		Chart Of Accounts - Accounting Groups
		Chart Of Accounts - Accounting Ledgers
		Chart Of Accounts - Voucher Types
		Chart of Accounts - Inventory Masters
		Knowledge Checks - 30

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		Practice Assignments - 2
		Processfolios - 1
		Open-Ended - 1
Session 7	Multi Master & Preview of Financial Statements in Tally	Introduction & Objective of Session
		Multi Accounting Master - Introduction
		Multi Accounting Master - Creation
		Multi Accounting Master Alteration
		Multi Inventory Master - Introduction
		Multi Inventory Master - Creation
		Multi Inventory Master Alteration
		Preview of Trial Balance with Master Opening
		Preview of Profit & Loss Statement
		Preview of Balance Sheet with Master Opening
		Treatment of Opening Balance Difference
		Knowledge Checks - 30
		Practice Assignments - 2
		Processfolios - 1
Session 8	Accounting Voucher - Receipt & Payment	Introduction & Objective of Session
		Basic Accounting Vouchers used for business Transaction
		Receipt Transaction in Tally Prime - Configuration
		Receipt Transaction in Tally Prime - Booking
		Receipt Transaction in Tally Prime - Cash Receipt
		Receipt Transaction in Tally Prime - Bank Receipt
		Payment Transaction in Tally Prime - Configuration
		Payment Transaction in Tally Prime - Booking
		Payment Transaction - Petty Cash Expenses
		Payment Transaction - Online Payment
		Knowledge Checks - 30
		Practice Assignments - 2
		Processfolios - 1
		Open-Ended - 1
Long Assignments - 1 (covering one or more financial years)		
Session 9	Advance Accounting & Inventory Voucher	Introduction & Objective of Session
		Payment Voucher
		Receipt Voucher
		Contra Voucher Configuration
		Contra Voucher - Cash Deposit
		Contra Voucher - Interbank Transfer

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		Receipt Voucher as Contra Voucher
		Payment Voucher as Contra Voucher
		Journal Voucher - Depericiation
		Journal Voucher - Other transaction
		Cash Bank Books and Trial Balance Reports
		Knowledge Checks - 30
		Practice Assignments - 2
		Processfolios - 1
Session 10	Accounting Voucher (Other then Inventory)	Introduction & Objective of Session
		Cash Purchase Transaction - Configuration
		Cash Purchase Transaction - Account Invoice
		Cash Purchase Transaction - Voucher Format
		Credit Purchase Transaction - Account Invoice
		Credit Purchase Transaction - Voucher Format
		Cash Sales Transaction - Configuration
		Cash Sales Transaction - Account Invoice
		Credit Sales Transaction - Account Invoice
		Credit Sales Transaction - Voucher Format
		Knowledge Checks - 30
		Practice Assignments - 2
		Processfolios - 1
		Open-Ended - 1
Session 11	Advance Accounting & Inventory Voucher	Introduction & Objective of Session
		Inventory Cash Purchase - Configuration
		Inventory Cash Purchase - Transaction
		Inventory Credit Purchase
		Inventory Credit Purchase with Delivery Charges
		Inventory Cash Sales - Bank Account
		Inventory Cash Sales - Cash Ledger
		Inventory Credit Sales
		Inventory Credit Sales with Delivery Charges
		Knowledge Checks - 30
		Practice Assignments - 2
		Processfolios - 1
Session 12	Other Vouchers	Introduction & Objective of Session
		Debit Note Voucher
		Credit Note Voucher

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		Stock Journal - Material Transfer
		Stock Journal - Material Consumption
		Physical Stock
		Memorandum Voucher
		Optional Voucher Configuration
		Optional Voucher Proforma Invoice
		Knowledge Checks - 30
		Practice Assignments - 2
		Processfolios - 1
		Open-Ended - 1
		Long Assignments - 1 (covering one or more financial years)
Session 13	Financial Statements	Introduction & Objective of Session
		Financial Statements
		Accessing Trial Balance Report
		Working with Trial Balance in Tally
		Accessing Profit&Loss Account Report
		Working with Profit and Loss Report in Tally
		Accessing Balance Sheet Report
		Working with Balance Sheet Report in Tally
		Accessing Stock Summary Report
		Working with Stock Summary Report
		Cash & Funds Flow Statements
		Knowledge Check
		Practice Assignment
		Processfolio Assignment
		Open Ended Assignment
		Long Assignment
Session 14	Other Features & Reports	Introduction & Objective of Session
		Day book & Trial Balance Report
		Cancellation, Alteration and Deletion of Vouchers
		Addition & Insertion of Transaction in Tally Prime
		Printing & Exporting Vouchers
		Columnar Sales Register
		Columnar Purchase Register
		Cash & Bank Books in Tally Prime
		Edit Log in Tally Prime
		Knowledge Checks - 30
		Practice Assignments - 2
		Processfolios - 1

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		Open-Ended - 1
Session 15	Test 01 having 2 Assignment, 2 Objective Assessment and 1 Processfolio	
Session 16	Bill-wise Transactions	Introduction & Objective of Session
		What is Billwise feature in Tally Prime?
		Types of Bill Reference in Tally Prime?
		Credit Purchase Transaction -I
		Credit Purchase Transaction -II
		Credit Sales Transaction - I
		Credit Sales Transaction -II
		Receipt Transaction (Against Reference)
		Payment Transaction (Against Reference)
		Receipt Transaction (Advance Reference)
		Payment Transaction (Advance Reference)
		Receipt and Payment On Account Reference
		Knowledge Checks - 30
		Practice Assignments - 2
		Processfolios - 1
Open-Ended - 1		
		Long Assignments - 1 (covering one or more financial years)
Session 17	Bill-wise Outstandings Reports	Introduction & Objective of Session
		Bill wise Transaction for Non Trading Account
		Accounting Ledger Report - Creditors & Debtors
		Outstanding Receivables Report
		Outstanding Payables Report
		Ledgerwise Outstanding Report
		Groupwise Outstanding Report
		On Account Reference & Bill Settlements
		Knowledge Checks - 30
		Practice Assignments - 2
		Processfolios - 1
Session 18	Banking in Tally Prime	Introduction & Objective of Session
		What is Banking Feature in Tally?
		Mode of Banking Transactions in tally prime
		Bank Ledger Setup - Current Account
		Bank Ledger Setup - OD Account

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		Receipt Transaction Single Party Receipt Transaction Multi Party Payment Transaction Single Party Payment Transaction Multi Party Inter Company Fund Transfer - Contra Transaction Knowledge Checks - 30 Practice Assignments - 2 Processfolios - 1 Open-Ended - 1
Session 19	Banking in Tally Prime II	Introduction & Objective of Session Cash Purchase (via Bank Account) Cash Sales (via Bank Account) Income Receipt Transaction Expense Payment Transaction Cheque Printing Configuration Cheque Printing from Voucher Cheque Printing Reports Payment Advice - Single Transaction Payment Advice - Multiple Transaction Knowledge Checks - 30 Practice Assignments - 2 Processfolios - 1
Session 20	Banking in Tally Prime III	Introduction & Objective of Session Cheque Register Report Cheque Register Alter Status Cash Deposit Slip Cheque Deposit Slip Post Dated Transaction Post Dated Summary Bank Reconciliation Preview Bank Reconciliation Process Knowledge Checks - 30 Practice Assignments - 2 Processfolios - 1 Open-Ended - 1 Long Assignments - 1 (covering one or more financial years)

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Session 21	Multi Currency	01_ Introduction & Objective of Session
		02_ What is Multi Currency Feature in Tally Prime?
		03_ Multi Currency Concept - ROE, FEF Realised & Unrealised
		04_ Company Creation with Base Currency
		05_ Multi - Currency Creation/Alteration
		06_ Export Invoice Inventory
		07_ Export Invoice Service
		08_ Import Invoice - Inventory
		09_ Import Invoice Service
		10_ Unadjusted Gain or Loss (FEF) Report
		11_ Payment against Import Invoice
		12_ Forex Exchange Gain or Loss Ledger & Voucher Configuration
		13_ Forex Gain or Loss on Import - Full Payment
		Knowledge Checks - 30
		Practice Assignments - 2
Processfolios - 1		
Session 22	Multi Currency Advance	Introduction & Objective of Session
		Forex Gain or Loss on Import - Part Payment
		Receipt against Export Invoice
		Forex Gain or Loss on Export - Part Payment
		Forex Gain or Loss on Export - Full Payment
		Forex Gain or Loss on Advance Payment
		Forex Gain or loss on unrealised invoice (Year End)
		Bank Charges on Receipt
		Subsequent Year Export Invoice
		Subsequent Year Receipt
		Subsequent Year Transaction - Import Purchase
		Subsequent Year Transaction - Closing ROE
		Subsequent Year Transaction - Payment Voucher
		Forex Gain or Loss Reports
		Do's & Don't's while working with Multi Currency
		Practice Assignments - 2
		Processfolios - 1
Open-Ended - 1		
Session 23	Purchase Order Process	Introduction & Objective of Session
		What is Purchase Order?
		Purchase Order Cycle in Tally Prime?
		Purchase Order Feature - Company Creation
		Purchase Order Feature - Voucher Setup

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		Purchase Order Voucher Configuration
		Purchase Order Voucher No 1
		Purchase Order Voucher No 2
		Receipt Note Voucher No 1
		Receipt Note Voucher No 2
		Purchase Invoice No 1
		Purchase Invoice No 2
		Payment against Purchase
		Purchase Order Report
		Knowledge Checks - 30
		Practice Assignments - 2
		Processfolios - 1
Session 24	Advance Purchase Order	Introduction & Objective of Session
		Purchase Order Voucher No 1
		Purchase Order Voucher No 2
		Receipt Note Voucher No 1
		Receipt Note Voucher No 2
		Pre-closure of Purchase Order
		Rejection Out Voucher
		Purchase Invoice against PO No 1
		Purchase Invoice against PO No 2
		Debit Note against Purchase Invoice
		Payment Entry against Purchase Invoice
		Purchase Order Report
		Processfolios - 1
		Open-Ended - 1
		Long Assignments - 1 (covering one or more financial years)
Session 25	Sales Order	Introduction & Objective of Session
		What is Sales Order?
		Sales Order Cycle in Tally Prime
		Sales Feature Activation - Company Creation
		Sales Order Feature - Voucher Activation
		Sales Order 1 (Buyer 1)
		Sales Order 2 (Buyer 2)
		Delivery Note 1 (Buyer 1)
		Delivery Note 2 (Buyer 2)
		Sales Invoice 1 (Buyer 1)
		Sales Invoice 2 (Buyer 2)
		Receipt against sales invoice

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		Sales Order Report
		Knowledge Checks - 30
		Practice Assignments - 2
		Processfolios - 1
Session 26	Advance Sales Order	Introduction & Objective of Session
		Sales Order Voucher No 1
		Sales Order Voucher No 2
		Delivery Note Voucher No 1
		Delivery Note Voucher No 2
		Pre Closure of Sales Order
		Rejection In Voucher
		Sales Invoice against SO 1
		Sales Invoice against SO 2
		Credit Note
		Receipt Entry
		Sales Order Report
		Knowledge Checks - 30
		Practice Assignments - 2
		Processfolios - 1
		Open-Ended - 1
Session 27	Advance Inventory - Case Study	Introduction & Objective of Session
		Company Data Setup
		Tally Voucher Setup
		Advance Receipt
		Sales Order
		Purchase Order
		Advance Payment
		Receipt Note Voucher
		Rejection and Replacement
		Stock Transfer
		Delivery Challan
		Purchase Invoice
		Sales Invoice
		Credit Note
		Knowledge Checks - 30
		Practice Assignments - 2
Processfolios - 1		

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Session 28	Introduction & Objective of Session	
		What is Inventory Valuation?
		Stock Item Master Setup
		Sales & Purchase of Material
		Average Costing Method Introduction
		Average Costing Method in Tally
		FIFO Method Introduction
		FIFO Method in Tally
		LIFO Method Introduction
		LIFO Method in Tally
		Standard Costing Introduction
		Standard Costing in Tally
		Last Purchase Cost Introduction
		Last Purchase Cost in Tally
		At Zero Cost Introduction
		At Zero Cost in Tally
		Stock Item Profit Report
		Stock Item Behaviour
		Knowledge Checks - 30
		Practice Assignments - 2
		Processfolios - 1
Open-Ended - 1		
Long Assignments - 1 (covering one or more financial years)		
Session 29	Accounting & Inventory Case Study	Introduction & Objective of Session
		Company Creation with Foreign Currency
		Godown and Voucher Setup
		Master Setup with Opening balance
		Sales Order Voucher
		Import Purchase Order
		Advance Payment against PO
		Other Accounting Transactions
		Import Purchase
		Delivery Challan
		Rejection In Voucher
		Sales against Delivery
		Payment and Receipt
		Forex Gain or Loss Report
		Knowledge Checks - 30
		Practice Assignments - 2

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		Processfolios - 1
Session 30	Test 02 having 2 Assignment, 2 Objective Assessment and 1 Processfolio	
Session 31	Batchwise	Introduction & Objective of Session
		What is Batchwise?
		Batchwise Company Data Setup
		Batchwise Godown Setup
		Opening Inventory Master Information
		Opening Inventory Master Creation
		Purchase Voucher 1 - Batch wise
		Purchase Voucher 2 - Batch wise
		Stock Transfer
		Sales Transaction 1
		Sales Transaction 2
		Batchwise Inventory Reports
		Knowledge Checks - 30
		Practice Assignments - 2
		Processfolios - 1
Open-Ended - 1		
Session 32	Batchwise Case Study	Introduction & Objective of Session
		Company Creation with Batch wise Feature
		Company Data Configurations
		Ledger Opening Masters
		Inventory Opening Master Information
		Inventory Opening Master Creation
		Batchwise Purchase Transaction 1
		Batchwise Purchase Transaction 2
		Batch Wise Sales Transaction 1
		Stock Transfer - Inter Godown
		Batch Wise Sales Transaction 2
		Expired Batches
		Knowledge Checks - 30
		Practice Assignments - 2
		Processfolios - 1
Open-Ended - 1		
Session 33		Introduction & Objective of Session

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	Manufacturing Process I	What is Manufacturing?
		What is Bill of Material?
		Feature Activation and Setup in Tally Prime
		Inventory Master Creation - Component Materials
		Inventory Creation with single BOM
		Inventory Creation with Multiple BOM
		Component Material - Purchase Order
		Purchase Invoice against PO 1
		Purchase Invoice against PO 2
		Stock Transfer - Default Voucher
		Stock Transfer - Voucher Class
		Inventory Reports
		Knowledge Checks - 30
		Practice Assignments - 2
		Processfolios - 1
Session 34	Manufacturing Process II	Introduction & Objective of Session
		Sales Order Voucher
		Manufacturing Process - Default Voucher
		Manufacturing Journal Voucher
		Manufacturing Process - with Scrap
		Manufacturing Journal Voucher – Additional Cost
		Stock Transfer Voucher Class
		Stock Consumption - Damaged Product
		Sales Invoice against Sales Order
		Inventory Reports - Stock Summary
		Inventory Reports - Inventory Books
		Practice Assignments - 2
		Processfolios - 1
		Open-Ended - 1
Session 35	Case Study - Batchwise Manufacturing	Introduction & Objective of Session
		Case Study – Data Configuration
		Manufacturing Process Setup
		BOM– Semi Finished Goods Example
		BOM– Semi Finished Goods Setup
		BOM– Finished Goods
		Opening Inventory Balance
		Import Purchase – Component Materials
		Manufacturing Journal - Process A - I
		Manufacturing Journal - Process A - II
		Stock Transfer to “Production Store B”

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		Manufacturing Journal - Process B
		Stock Transfer to "Warehouse"
		Manufacturing Journal - Process C
		Sales Invoice
		Knowledge Checks - 30
		Practice Assignments - 2
		Processfolios - 1
Session 36	Other Vouchers	Introduction & Objective of Session
		Integrate Accounts with Inventory Intro
		Integrate Accounts with Inventory Purchase
		Integrate Accounts with Inventory Reports
		What is Discount?
		Discounted Invoice with column
		Discounted Invoice with ledger
		Actual and Billed Quantity - Introduction
		Actual and Billed Quantity - Tally Prime
		What is Zero Value Transaction?
		Zero Value Transaction in Tally
		Printing Modes and Logo Configuration
		Alternate UOM - Item Creation
		Alternate UOM - Sales Invoice
		Knowledge Checks - 30
		Practice Assignments - 2
		Processfolios - 1
Open-Ended - 1		
Long Assignments - 1 (covering one or more financial years)		
Session 37	POS Voucher	Introduction & Objective of Session
		What is Point of Sales?
		Modes of Payment under POS
		POS - Company Data Setup
		POS - Opening Inventory with MRP
		POS Voucher Setup
		POS Voucher Transaction - Cash Payment
		POS Voucher Transaction - Cheque Payment
		POS Voucher Transaction - Coupon Voucher
		POS Voucher Transaction - Card Payment
		POS Voucher Transaction - Multi Mode Payment
		POS Voucher Register

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		Knowledge Checks - 30
		Practice Assignments - 2
		Processfolios - 1
Session 38	Other Tally Prime Feature	Introduction & Objective of Session
		What is Voucher Class
		Payment Voucher Class Setup
		Payment Transaction with Voucher Class
		Purchase Voucher Class Setup
		Purchase Transaction with Voucher Class
		Sales Voucher Class Setup
		Sales Transaction with voucher class
		Company's Multiple Address - Setup
		Invoicing with Multiple Address
		Multiple Address Setup - Party Master
		Multiple Address - Purchase
		Multiple Address - Sales
		Knowledge Checks - 30
		Practice Assignments - 2
		Processfolios - 1
		Open-Ended - 1
Session 39	Data Security - Administrative Password	Introduction & Objective of Session
		Security Feature in Tally
		Administrator Login Setup (Rights /Use/Change of Password)
		Security Level in Tally Prime
		Creation of Security Level -Billing Revenue
		Creation of Security Level - Procurement
		Creation of Security Level - Supervisor
		Password Policy in Tally Prime
		Users Creation
		Invoicing with user login - Procurement
		Invoicing with user login - Billing
		User Login Access - Supervisor
		User Login Deactivation
		Knowledge Checks - 30
		Practice Assignments - 2
Processfolios - 1		
Session 40	Data Security - Vault Password	Introduction & Objective of Session
		TallyVault Password
		Benefit of TallyVault Password

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		Tally Vault Vs Tally Administrative Login
		Company Creation with Admin and Vault Password
		Tally User Role Setup
		Tally Users and Password Setup
		Master Setup with Admin Credentials
		Transaction with Manager Login Credentials
		Sales Invoice with user login
		Other transaction with user login
		Change / Removal of Tally Vault Password
		Backdated voucher disallowances
		Knowledge Checks - 30
		Practice Assignments - 2
		Processfolios - 1
		Open-Ended - 1
		Long Assignments - 1 (covering one or more financial years)
Session 41	Group Company Creation	Introduction & Objective of Session
		What is Group Company in Tally
		Key Feature of Group Company in Tally
		Group Company Advantages
		Company Information
		Member Company Creation 1
		Member Company Creation 2
		Member Company Creation 3
		Opening Master Balance - HO
		Ledger Balance Shifting - Inter Company
		Member Company Transaction - HO
		Member Company Transaction -Delhi
		Member Company Transaction - Jaipur
		Group Company Creation
		Group Company Financial Reports
		Knowledge Checks - 30
		Practice Assignments - 2
Processfolios - 1		
Session 42	Data Management	Introduction & Objective of Session
		Data Management in Tally Prime
		Data Backup in Tally Prime
		Data Restore Process in Tally Prime
		What is Data Splitting?
		Benefit of Data Splitting

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		Data Splitting Process in Tally Prime
		Data Verification Post Splitting
		Data Repair in Tally Prime
		Data Migration Process in Tally Prime
		Data Path Configuration
		Knowledge Checks - 30
		Practice Assignments - 2
		Processfolios - 1
		Open-Ended - 1
Session 43	Data Export Import	Introduction & Objective of Session
		Export Import in Tally Prime - Case Study
		Export Feature in Tally Prime
		Export Configuration
		Export of Accounting Masters
		Export of Inventory Masters
		Export of Transactions
		Import Feature in Tally Prime
		Import Configuration
		Import Accounting Masters
		Import Inventory Masters
		Import Transactions in Tally Prime
		Import Bank Details
		Knowledge Checks - 30
		Practice Assignments - 2
		Processfolios - 1
Session 44	Tally Remote Access	Introduction & Objective of Session
		Tally Remote Access Feature in Tally Prime
		Company Data Configuration
		Remote Login Setup in Company Data
		Tally Remote Access Setup - Control Centre
		Tally Remote Access Login
		Remote User Login - Transaction
		Remote User Login - Reports
		Web Browser Feature in Tally Prime
		Web Browser Setup in Tally Prime
		Web Browser Report Access
		Practice Assignments - 2
		Processfolios - 1
		Open-Ended - 1

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		Long Assignments - 1 (covering one or more financial years)
Session 45	Test 03 having 2 Assignment, 2 Objective Assessment and 1 Processfolio	
Session 46	Payroll Setup	Introduction & Objective of Session
		What is Payroll?
		Payroll Salary Structure - Income and Deductions
		Payroll Setup in Tally Prime
		Payroll Master Creation - Group
		Payroll Employee I Master Creation
		Payroll Employee II Master Creation
		Payroll Master Creation - Attendance
		Payroll Master Creation - Production
		Payroll payheads creation - Earnings
		Payroll Master Creation -Deductions
		Defining Salary Structure
		Knowledge Checks - 30
		Practice Assignments - 2
		Processfolios - 1
Session 47	Payroll Transaction	Introduction & Objective of Session
		Payroll Voucher Types
		Payroll Cycle in Tally
		Payroll Attendance Vouchers
		Payroll Processing Method - Instant or Accrual
		Payroll Voucher - User Defined
		Payroll Voucher - Salary
		Payroll Payment Voucher - Salary
		Statutory Payroll Payment Voucher
		Payroll Process - New Employee
		Payroll Process - Resigned Employee
		Payroll Attendance Vouchers - May
		Payroll Salary Voucher - May
		Knowledge Checks - 30
		Practice Assignments - 2
Processfolios - 1		
Session 48	Payroll Reports	Introduction & Objective of Session
		Payroll Salary Increment

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		Payroll Salary Arrear Voucher
		Payroll Attendance Voucher - July
		Payroll Salary Voucher - July
		Payroll Payment Voucher - July
		Salary Slip or Payslip
		Pay Sheet and Attendance Sheet Report
		Payment Advice Report
		Payroll Statement
		Employee Head Breakup
		Pay Head Employee Breakup
		Payroll and Attendance Register
		Employee Profile
		Employee Headcount
		Expat Reports
		Knowledge Checks - 30
		Practice Assignments - 2
		Processfolios - 1
		Open-Ended - 1
		Long Assignments - 1 (covering one or more financial years)

Session 49	GST Introduction	Introduction & Objective of Session
		What is GST?
		Taxes Applicable Prior to GST
		Component of GST
		Taxes Subsumed under GST
		Taxes Not Subsumed under GST
		Intrastate GST Supply
		Interstate GST Supply
		Interstate Vs Intrastate GST Supply
		Nil Rated Vs Zero Rated Supply
		Standard GST Rates
		GST Registration
		GST Registration Dealer Types
		Regular Dealer Vs Composite Dealers
		All about Input Tax Credit
		Working Mechanism of GST
		Supplier Vs Seller
		Buyer Vs Recipient
		FCM Vs RCM
		Type of GST Return
Knowledge Checks - 30		

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		Practice Assignments - 2
		Processfolios - 1

Session 50	GST Master Setup in Tally I	Introduction & Objective of Session
		GST Configuration Page Information
		Company Creation & GST Feature Activation - Single State
		Multiple GST Registration Configuration
		GST Master Creation - Debtors
		GST Master Creation - Creditor
		GST Master Creation - Purchase Accounts
		GST Master Creation - Sales Accounts
		GST Master Creation - Stock Items - Configuration
		GST Master Creation - Stock Items - Creation
		Knowledge Checks - 30
		Practice Assignments - 2
		Processfolios - 1
		Open-Ended - 1

Session 51	GST Master Setup in Tally II	Introduction & Objective of Session
		GST Master Creation - Income
		GST Master Creation - Expenses
		GST Ledger Creation - Common Ledger
		GST Ledger Creation - Input & Output Method
		GST Ledger Creation - GST Rate wise
		GST Ledger Creation - Rate wise Input & Output Method
		GST Ledger Classification
		GST Utilities - GST Rate Setup
		GST Utilities - Unit of Measurement
		GST Utilities - Update Party GSTIN
		Company Level – GST Details Setup
		Knowledge Checks - 30
		Practice Assignments - 2
Processfolios - 1		

Session 52	GST - Intrastate Supply	Introduction & Objective of Session
		GST Company Data Setup
		GST Intrastate Inward Supply - Goods
		GST Intrastate Inward Supply - Master Setup
		GST Intrastate Inward Supply - Transaction
		GST Intrastate Inward Supply - Service - Setup
GST Intrastate Inward Supply - Service - Transaction		

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		GST Intrastate Outward Supply - Goods - Setup
		GST Intrastate Outward Supply - Goods - Transaction
		GST Intrastate Outward Supply - Service - Setup
		GST Interstate Outward Supply - Service - Transaction
		GST Intrastate Inward Supply - Journal Voucher
		GST Ledgerwise Report
		GSTR1 Report Overview
		GSTR3B Report Overview
		Knowledge Checks - 30
		Practice Assignments - 2
		Processfolios - 1
		Open-Ended - 1
		Long Assignments - 1 (covering one or more financial years)

Session 53	GST - Interstate Supply	Introduction & Objective of Session
		Interstate Inward Supply - Goods - Case Study
		Interstate Inward Supply - Goods - Party Ledger
		Interstate Inward Supply - Goods - Stock Items
		GST Interstate Inward Supply - Goods - Transaction
		GST Interstate Inward Supply - Service - Setup
		GST Interstate Inward Supply - Service - Transaction
		GST Interstate Outward Supply - Goods - Setup
		GST Interstate Outward Supply - Goods - Transaction
		GST Interstate Outward Supply - Service - Setup
		GST Interstate Outward Supply - Service - Transaction
		Export Invoice with Payment of IGST - Setup
		Export Invoice with Payment of IGST - Transaction
		GST Export Invoice - Goods - Without Payment of IGST
		GST Ledgerwise Report
		STR1 Report Overview
		GSTR3B Report Overview
		Knowledge Checks - 30
		Practice Assignments - 2
Processfolios - 1		

Session 54	GST Advance Transaction & Reports	Introduction & Objective of Session
		What is RCM under GST?
		Intrastate Reverse Charge Mechanism - Setup
		Intrastate Reverse Charge Mechanism - Transaction
		Interstate Reverse Charge Mechanism - Setup
		Interstate Reverse Charge Mechanism - Transaction

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		RCM Liability & ITC Reports
		RCM Liability & ITC Booking
		Eligible & In-Eligible Input Tax Credit
		In-Eligible Input Tax Credit Setup
		In-Eligible Input Tax Credit Transaction
		Multiple GST Rate Transaction
		Input Tax Credit Set-Off Rule
		Input Tax Credit Adjustment Transaction
		Input Tax Credit Adjustment Transaction - Continue
		GST Liability Payment
		Knowledge Checks - 30
		Practice Assignments - 2
		Processfolios - 1
		Open-Ended - 1

Session 55	TDS Compliance	Introduction & Objective of Session
		Introduction of TDS Compliance
		TDS Feature Activation in Tally Prime
		TDS Master Setup - Nature of Payment
		TDS Master Setup - Party Master
		TDS Master Setup - Expense Ledger
		TDS Master Setup - TDS Ledger
		TDS Transaction - I (JV)
		TDS Transaction - II (Purchase)
		TDS Transaction - III (Advance)
		Expenses Booking against Advance Payment
		TDS Liabilities Payment
		TDS Report
		Knowledge Checks - 30
		Practice Assignments - 2
Processfolios - 1		

Session 56	Case Study - GST & TDS	Introduction & Objective of Session
		Description of Case Study
		Company Creation and Feature Activation (Multi Branch)
		Inward Transaction - Inventory (GST) - Branch 1
		Inward Transaction - Inventory (GST) - Branch 2
		Inward Transaction - Service (GST + TDS) - Branch 1
		Outward Transaction - (Inventory) - Branch 1
		Outward Transaction - (Inventory) - Branch 2
		Outward Transaction - (Service) - Branch 1
		Outward Transaction - (Service) - Branch 2

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		GST Liability Payment - Branch
		TDS Liability Payment
		GST Report
		TDS Report
		Knowledge Checks - 30
		Practice Assignments - 2
		Processfolios - 1
		Open-Ended - 1
		Long Assignments - 1 (covering one or more financial years)

Session 57	Year End Audit Transaction	Introduction & Objective of Session
		Year End Transactions Summary
		Depreciation on Fixed Assets
		Writeoff on Fixed Assets
		What is Provision of Expenses?
		Provision of Expenses Transaction
		What is Prepaid Expenses?
		Prepaid Expenses Transaction
		Deffered, Billed and Unbilled Revenue
		Expense Transfer to PNL
		Bad Debts (Debtor)
		Balance Write off (Creditor)
		Cash and Bank Ledger overview
		Knowledge Checks - 30
		Practice Assignments - 2
Processfolios - 1		
Open-Ended - 1		

Session 58	Tally Report - Accounting	Introduction & Objective of Session
		Account Ledger Report (Balance Sheet)
		Account Ledger Report (Profit and Loss)
		Group Voucher and Group Summary
		Contra Register
		Payment Register
		Receipt Register
		Sales Register
		Purchase Register
		Journal Register
		Debit and Credit Note Register
		Voucher Clarification
		Statistics Report
Exception Reports I		

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		Exception Reports II
		Ratio Analysis
		Knowledge Checks - 30
		Practice Assignments - 2
		Processfolios - 1
		Open-Ended - 1
Session 59	Tally Report - Inventory & Other	Introduction & Objective of Session
		Stock Item Report
		Godown Report
		Stock Group and Category Summary
		Stock Query Report
		Sales Order Register
		Purchase Order Register
		Movement Analysis
		Ageing Analysis
		Cost Estimation
		Shortcut Keys in Tally Prime I
		Shortcut Keys in Tally Prime II
		Knowledge Checks - 30
		Practice Assignments - 2
Processfolios - 1		
Open-Ended - 1		
Session 60	Test 04 having 2 Assignment, 2 Objective Assessment and 1 Process folio	

Annexure-II

Revised Hardware and Software Configurations Required at the BS-CFA SDC

Following is the revised Software and Hardware requirements for implementation of BS-CFA 2024 from **February 2024 batch**.

Sr. No.	Current Software & Hardware requirements	Revised Software & Hardware requirements from February 2024 batch
1.	<p>MINIMUM SERVER CONFIGURATION (Preferably Desktop) Dual Core 2Ghz Processor (with Hyper threading) or Quad Core 2Ghz Processor or Equivalent 8GB RAM (UPGRADE UP TO 16GB) 1TB Hard Disk DVD W/R 15 inch Screen / LCD Monitor Webcam Multimedia Keyboard Speakers Ethernet Port (10/100/1000 Mbps) 4CELL STANDARD BATTERY UP TO 6 HOURS BATTERY BACK UP (in case of Laptop)</p> <p>Quantity required per center: 1</p>	No Change
2.	<p>MINIMUM CLIENT CONFIGURATION (Desktop / Preferably Laptop) Dual Core Processor (2.3 Ghz) with 4GB RAM 160 GB Hard Disk Integrated Graphics 14 inch and above Screen / LCD Monitor Webcam Multimedia Keyboard Headphone with Mic Ethernet Port (10/100/1000 Mbps) 4CELL STANDARD BATTERY (in case of Laptop)</p> <p>Quantity required per SDC: Min 5 to 10 Clients + 1 Desktops / Laptops as a Server</p>	No Change
3.	<p>External Hard Disk for Data Backup and Course Content</p> <p>One 2 TB External Hard Disk</p>	No Change
4.	<p>COMMON REQUIREMENTS LAN LAN 10/100 Mbps Network Switch (Server and all Desktops should be connected to this Network Switch) (Recommended Brand: D-Link, Linksys etc.) or</p>	<p>COMMON REQUIREMENTS LAN: LAN 10/100/1000 Mbps Network Switch (Recommended Brand: D-Link, Linksys, etc.) Server and all Clients should be connected to this Network Switch) or</p>

Sr. No.	Current Software & Hardware requirements	Revised Software & Hardware requirements from February 2024 batch
	<p>Wifi Access Point – 150-300 Mbps</p> <p>Electrical and LAN wiring should run perpendicular to each other. If they are parallel to each other, then a distance of 2 feet should be maintained between them to avoid interference</p> <p>INTERNET 256Kbps Broadband Connection (wired / wireless) (Server and all Desktops should be able to connect to the Internet by using Internet Connection Sharing or Proxy Server)</p>	<p>Wi-Fi Access Point with minimum 750 Mbps Dual Band Wi-Fi Simultaneous 2.4GHz and 5GHz connections support</p> <p>Electrical and LAN wiring should run perpendicular to each other. If they are parallel to each other, then a distance of 2 feet should be maintained between them to avoid interference</p> <p>INTERNET: Minimum 10 Mbps Broadband Connection (wired / wireless) Server and all Clients should be able to connect to the Internet by using Internet Connection Sharing or Proxy Server</p>
5.	<p>PROJECTOR - MINIMUM SPECIFICATIONS / 40inch LED</p> <p>1 HDMI Input 1 VGA Input 1 RCA Input USB Port Audio In and Out Port XGA Resolution (1024 x 768) Brightness - 2800 ANSI Lumens Menu & other Control buttons on top of projector Rugged & Durable Design Light Weight Small Size Make: BenQ, Epson, Hitachi, Casio etc.</p>	No Change
6.	<p>PERIPHERALS</p> <p>5-10 Headphone with Mic (Recommended Brand: Phillips, Intex, I-Ball etc.) (minimum 21 pc + 4 in buffer stock)</p> <p>Web camera (Recommended Brand: Logitech, Intex etc.) (minimum 1 web camera per client machine)</p> <p>Multifunction Printer (minimum 1) All in one, Print / Scan / Copy) or Printer - minimum 600 dpi resolution (Recommended Brand: HP, Canon, Epson etc.)</p>	<p>PERIPHERALS</p> <p>No Change</p>

Sr. No.	Current Software & Hardware requirements	Revised Software & Hardware requirements from February 2024 batch
	<p>Scanner - minimum 600 dpi resolution (Recommended Brand: HP, Kodak etc.) (minimum 1)</p>	
7.	<p>Bio Metric Device (minimum 1) Fingerprint Sensor Optical (Scratch free sensor surface) Resolution 500 DPI / 256 gray scale level Sensing Area 16 x 18 mm (minimum) Interface USB 2.0 High speed/Full speed, Plug & Play Operation Temperature 0~50°C Power Source: USB Bus powered SDK for Microsoft .NET Development environment Supported OS: Windows 2k/XP/Vista/7/10, Windows Server 2003/2008/2012, Linux Aadhar Certified Recommended Make and Model: enBioScan-C1 (HFDU08) from BioEnable MFS100 from Mantra Softech Note: Vendors may contact MKCL for compatibility check of their devices.</p>	MFS100 from Mantra Softech AEBAS compatible
8.	<p>CCTV Wired / Wireless 1.3 Mega Pixel CCTV Camera(s) with recording of minimum 3 months on DVR/NVR/Computer Camera(s) should cover the whole Classroom and Lab</p>	No Change
9.	<p>POWER BACKUP FOR ALL COMPUTERS UPS (Recommended Brand: APC, Microtek, iBall etc.) UPS (In case of 21 Laptops + 1 Server Desktop) ISO 9001 Certified Online UPS of 3KVA with 30 minutes power backup Output Wave Form - Pure sine wave Efficiency 90 % or better on rated full load Input Power Factor > 0.80 or higher Battery type: Sealed. Maintenance Free Micro Controller Based Double Conversion Online UPS and Cabling With DG Set compatibilities frequency range 50+/- 6% hertz operating temperature: 0 to 50 degrees celsius noise level: as per the government norms</p>	No Change

Sr. No.	Current Software & Hardware requirements	Revised Software & Hardware requirements from February 2024 batch
	<p>UPS (In case of 21 Desktops + 1 Server Desktop) ISO 9001 Certified Online UPS of 3KVA x 2 Nos with 30 minutes power backup Output Wave Form - Pure sine wave Efficiency 90 % or better on rated full load Input Power Factor > 0.80 or higher Battery type : Sealed. Maintenance Free Micro Controller Based Double Conversion Online UPS and Cabling With DG Set compatibilities frequency range 50+/- 6% hertz operating temperature: 0 to 50 degrees celsius noise level: as per the government Generator (For 1 Server + 21 Clients) ISO 9001 Certified Minimum 5 KVA Diesel / Kerosene / LPG based generator set</p>	
10.	<p>SOFTWARE REQUIREMENTS</p> <p>Server: In case of new PC / Laptop: Windows® 10 Pro (National Academic only)(EM); Preinstalled OS from OEM under Microsoft's Shape the Future Initiative In case of old PC / Laptop: Windows 10 Pro upgrade license</p> <p>Clients: Operating System Office 2013 Standard Edition or higher In case of new PC / Laptop: Windows® 10 Pro (National Academic only)(EM); Preinstalled OS from OEM under Microsoft's Shape the Future Initiative In case of old PC / Laptop: Windows 10 Pro upgrade license Office 2013 Standard Edition or higher</p> <p>Tally ERP 9 Version 6.0.2 - Multiuser With License Key</p> <p>Antivirus: Antivirus with antispyware (Centralised administration and updation)</p>	<p>SOFTWARE REQUIREMENTS</p> <p>Server: No Change</p> <p>Clients: Operating System No Change</p> <p>Tally ERP Prime Version 6.0.2 - Multiuser With License Key</p> <p>Antivirus: No Change</p>