

ALPHONSA COLLEGE THIRUVAMBADY
DEPARTMENT OF COMMERCE



Add-on Course on
Tally ERP 9
(ACOMAC02)

Co-ordinator: Ms.Dhanya K

Fee Structure: Total Fees INR 500 (Per student)

Duration of the course: 3 Months

Total Hours: 30

ACOMAC02: Tally ERP 9

Course Code ACOMAC02

Title of the Course Tally ERP 9

Semester in which the

Course is to be Taught 6

No. of Contact Hours 30

OBJECTIVES

1. To introduce the students to the Basic of Accounts and the usage of Tally for accounting purpose.
2. To enable the students to acquire basic knowledge in the accounting software and its applications in the area of business.
3. To equip the participants with the advanced “know how” of Tally.ERP9
4. To learn and practice Computerized Accounting Systems using Tally.ERP.9

LEARNING OUTCOMES

On completing the course students will be able to:

1. To develop computer skills of recording financial transactions, preparation of annual accounts and reports using **Tally** ERP 9.
2. Student will do by their own create company, enter accounting voucher entries including advance voucher entries, do reconcile bank statement, do accrual adjustments, and also print financial statements, etc. in Tally ERP.9 software.
3. Students do possess required skill and can also be employed as Tally data entry operator.
4. At the end of the programme, students were found confident towards using Tally ERP-9 software while solving practical problems

COURSE DETAILS (SYLLABUS)

Module I (10 hours)

Introduction - Accounting basics and terms –Computerized Accounting- Accounting with Tally -Introduction to Tally- Company creation – Accounting Group – Ledger Creation – Voucher Creation- Accounting Vouchers - Company Features and Configuration – F11 Features – F12 Configurations

Module II (5 hours)

Inventory Management with Tally-Inventory creation-Stock Group-Unit of Measure-Stock Item Creation- Godown Creation-Stock category –Inventory Vouchers

Module III (5 hours)

Bill wise details-Activation of Bill wise details-Invoicing-Cost centre-Cost Category-Budget Creation-Order Processing

Module IV (5 hours)

Accounting Reports-Trial Balance-Trading Profit and Loss Account-Balance sheet-Ratio Analysis-Books and reports-Technical Advantages of Tally

Module V (5 hours)

Tally with GST-Introduction-Enabling GST-Interstate supply-Return of Goods-GST Reports-GST Tax Payment-TDS-TCS

MODE OF EVALUATION

1. Assignment
2. Written Test

ACKNOWLEDGEMENT

This Programme has been approved by the Academic Council, Alphonsa College Thiruvambady.



Teacher's Profile

Name: Dhanya K

Qualification: M Com.

Teaching experience: 5 Years