



Christ Arts and Science College

--Growth in Wisdom and Stature--

DIPLOMA COURSE – TALLY ERP9 Syllabus (B.Com & BBA)

Duration: 1 Year

Objective:

1. This course helps students to work with well-known accounting software i.e. Tally ERP.9
2. Student will learn to 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. Accounting with Tally certificate course is not just theoretical program, but it also includes continuous practice, to make students ready with required skill for employability in the job market.

Programme Outcome:

1. After successfully qualifying practical examination, students will be awarded certificate to work with well-known accounting software i.e. 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.

UNIT I

Introduction To Accounting & Tally: Need For An Accounting System – Definition For Accounting – Concepts of Conventions – Journalising Transactions – Posting To Ledgers – Preparation of Trial Balance – Preparation of Financial Statements – Manual Vs Computerised Accounting – Accounting Softwares.

UNIT II

Getting Started: Log on – Tally Screen Elements – Log Out. Company Information & Features – Company Creation – Setting Features – Shutdown Company – Selection of Company - Handling more Companies - Alteration of Company- Deleting Company.

UNIT III

Accounts Information: Groups – Ledgers – Chart of Accounts – Incorporation of Opening Balances.

UNIT IV

Inventory Information: Stock Groups- Stock Categories – Godowns – Unit Of Measure – Stock Items – Charts of Inventory – Incorporation of Opening Stock – Integration Of Accounts With Inventory.



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UNIT V

Voucher Entry: Accounting Vouchers – Inventory Vouchers – Display of Vouchers – Alteration of Voucher – Cancellation of Voucher – Deletion of Voucher – Adding/Inserting Vouchers.

UNIT VI

Banking: Altering Banking Features – Voucher Entry with Banking Features – Cheque Printing – Bank Reconciliation Statement – Deposit Slips – Payment Advice- Chequebook Management.

UNIT VII

Voucher Type & Class: Changing Numbering Styles – Creation Of New Voucher Types – Automation of Voucher Through Voucher Class.

UNIT VIII

Cost Centre & Category: Enabling Cost Centre Feature – Enabling Feature In Masters – Entry Cost Centre Details In Vouchers – Display of Cost Centre Reports – Printing Cost Centre Reports – Cost Category Enabling, Entry And Reports.

UNIT IX

Payroll: Enabling Payroll – Creation of Masters – Payroll Entries – Display of Payroll Reports – Printing Payroll Reports.

UNIT X

Goods and Service Tax (GST): GST Concepts – Enabling GST – Configuring Master with GST Details - GST Vouchers- Inward Supplies, Outward Supplies, Others - GST Reports - Printing, Exporting.

Reference Books:

1. Asok K. Nadhani, “TALLY ERP 9 TRAINING GUIDE - 4TH REVISED & UPDATED EDITION”, January 2018.
2. Official guide to financial accounting using TALLY ERP 9 with GST, Tally Education P. Ltd.
3. Chadwick, L, “The Essence of Financial Accounting”, PHI, 2nd Edition.