

**Shri Shivaji Arts and Commerce College, Amravati**

**2021-22**

**Department of Commerce**

**Three Month Add-on Course**

**on**

**“Certificate Course in Tally”**

**About the Course :**

**Knowledge of Accounting Software has become basic prerequisite of Business or profession. Everywhere Accounting is necessary and there is a demand of Accountant who handles Business related activity with the help of accounting Software. Keeping in view the need of industry and professionals college has run the certificate course in Tally of Dept.of Life Long Learning, Sant Gadge Baba Amravati University Amravati.**

**The objective of this course are to impart basic knowledge of computerized accounting to the students, to familiarize the students with the important aspects of Accounting with software.**

**Eligibility : Any student of Under Graduate, 12<sup>th</sup> Pass student**

**Duration – 3 Month**

# **Sant Gadge Baba Amravati University**

**Department of Lifelong Learning & Extension**

**Short Term Certificate Courses**

**(3 Month)**

**Syllabus**

## **Certificate Course in Tally**

### **Unit: I**

#### **Basics of Accounting:**

Type of Accounts, Golden Rule of Accounting, Accounting Principles, Concepts & Principals, Double Entry System of Book Keeping, Mode of Accounting, Financial Statement, Transaction, Recording Transaction.

### **Unit II:**

#### **Fundamentals of Tally ERP 9**

- Getting Functional with Tally ERP 9
- Creation/Setting up of Company in Tally ERP 9

### **Unit III:**

#### **Accounting Masters in Tally ERP 9**

- F1 1-Features
- F12 - Configuration
- Setting up Accounts Heads

### **Unit IV :**

#### **Inventory in Tally ERP 9**

Stock Group, Stock Categories, Do downs/Locations, Unit of Measure Stock Item

### **Unit V :**

#### **Voucher Entry in Tally**

- Accounting Voucher Inventory Voucher Invoicing

### **Unit VI:**

#### **Advance Accounting in Tally ERP 9**

Bill wise Details, Cost Centre & Cost Categories, Multiple Currency, Bank Reconciliation, Interest Calculation, Budget & Controls Seenario Management.

### **Unit VII:**

#### **Advance Inventory in Tally ERP 9**

Order Processing, Reorder Levels, Tracking Numbers, Batch wise Details, Bill of Materials (Bom), Price levels & price List Stock Vallrtion, zero valued entries, different Actual & Billed Quantities.

## **Unit VIII:**

### **Technological Advantage of Tally ERP 9 :**

Tally Vault, Security Control, Tally Audit, Back up, Restore Split company Data, Export & Import of Data. Printing of Reports & cheques.

## **Unit IX :**

### **Payroll Accounting & compliance pay Heads,**

Employers Group, Employees configuring payroll in Tally ERP 9, Salary details, Unit, Attendances, Processing Payroll in Tally ERP 9, Accounting for Employer PF contribution. Est. Contribution. Payment of Professional Tax., Generating Reports.

## **Unit X :**

### **Printing configuration**

Select Printer Print Preue : Tax for Printof the Report Print

## **Unit XI:**

### **Taxation in Tally.**

CST, VAT, TDS, TCS, Service Tax, Basic Concept, Configuring in Tally, Creating Masters, Entering Transition & Report pointing. GST- Concept, Activating Tally in GST, Setting up GST, Understanding SGST,CGST, IGST, Creating GST Master Purchase voucher with GST, Sales Voucher with GST, TDS - Concept, Creating TDS Masters, TDS Payment, Tax Reports & Tax form.

## **Unit XII:**

Finalization Entries & Finalization Process, Deprectation Entries, Creating General Reserves, Provision for Taxation, Bad debit Reservers, Partnership firm, Tranforming Profit, outstanding Expenses & Account Income, Changing Financial Year.

### **Books Recommended:**

- 1) Tally 9.0 in Simple Steps by - Kogent solutions
- 2) Text Book of Financial Accounting by - Daniel M. Kimuda
- 3) TDS by Chandan Gupta
- 4) Value added Tax-Alan A. Tail
- 5) Service Tax -Shubham Shinha
- 6) Payroll Management - Steven Bragg
- 7) Tally ERP 9 - Nadkani

## Appendix-A

### Scheme of Examination and Teaching Leading to the Certificate Courses in –

#### i) Certificate Course in Tally

Theory/ Practical	Maximum Marks		Total Marks	Minimum Pass Marks	Duration of Theory and Practical Examination	Total Teaching Workload for Theory and Practical
	External Exam. Marks	Internal Assessment Marks				
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
Theory	80	20	100	50	3 Hrs	50 Hrs
Practical	80	20	100	50	6 Hrs	100 Hrs
Total			200	100	-	150 Hrs

- Notes :
1. Minimum marks for passing in theory or practical shall be considered for exemption in theory or practical.
  2. Minimum pass marks for theory or practical shall be 50% of the maximum marks allotted to the theory or practical.
  3. Grade shall be awarded to the successful examinee on securing minimum pass marks in theory and practical as provided under para 17 of the Direction.