

MAR ELIAS COLLEGE, KOTTAPPADY

DEPARTMENT OF COMMERCE

CERTIFIED COURSE IN TALLY FOR THE ACADEMIC YEAR-2021-22

- ❖ Name of the program-Computerized Accounting
- ❖ Year of introduction-2021
- ❖ Course Code-MECTAL01
- ❖ Time duration-3months (40hours)
- ❖ Method of study- theory & practical

SYLLABUS FOR CERTIFIED COURSE IN TALLY

MODULE 1: - INTRODUCTION TO COMPUTERISED ACCOUNTING

- 1.1-Computerised V/S Manual Accounting
- 1.2-Introduction to Tally Erp 9
- 1.3-Screen Components of Tally Screen
- 1.4-Company Creation in Tally

OUTCOME OF THE MODULE: - Students are able to learn about the basics of tally viz: - introduction to tally, its features and basic concepts of company creation

MODULE 2: -ACCOUNTING WITH TALLY -I

- 2.1- F 11-Features
- 2.2- F 12-Configuration
- 2.3-Creation of Groups & Ledgers
- 2.4-Creation of Accounting Voucher & Voucher Types
- 2.5-Bank Reconciliation
- 2.6-Accounting Vouchers

OUTCOME OF THE MODULE: -Students are able to know about the basic accounting recording transactions in tally such as groups and ledgers

MODULE 3: -ACCOUNTING ON TALLY -II

- 3.1-Final Accounts and Books in Tally
- 3.2-Stock Category, Group and Item Creation
- 3.3-Inventory Vouchers
- 3.4-Tally Security and Passwords
- 3.5- Back Up& Restore
- 3.6-Day Books

OUTCOME OF THE MODULE: -Students are able to know about the basics on tally with inventory management and entries relating to it

MODULE 4: -ACCOUNTING WITH TAX

- 4.1-Tds Voucher Types
- 4.2- TDS Reports
- 4.3- GST-Basics
- 4.4- Ledgers on GST
- 4.5-Creation and Input of GST
- 4.6-GST Forms and Reports
- 4.7- Introduction to Payroll Statements

OUTCOME OF THE MODULE: -Students are able to know about the basics on tally with the GST and allied steps in tally.

