



MTM College of Arts, Science and Commerce, Veliyancode
Department of Commerce and Management Studies
Certificate Course

Introduction to Tally

Total hours: 30 hours

Course evaluation: Written Exam- 60 marks & Practical Exam - 40 marks

Course code : MTMCM09

Course Description

This course enables the students to acquire basic knowledge in the computerized accounting systems and its applications in the area of business. Tally is a technologically-driven advanced accounting tool that helps organizations manage different operations, maintain accounting data, avoid loss, omission etc. This Certificate course helps.

Course Learning Outcomes

- To impart knowledge regarding concepts of Financial Accounting. Tally is an accounting package which is used for learning to maintain accounts.
- This course helps students to work with well-known accounting software i.e. Tally ERP.9.
- To make students capable of creating a company, enter accounting voucher entries including advance voucher entries, reconcile bank statements, do accrual adjustments, and also print financial statements, etc. in Tally ERP.9 software.

- Introduction to 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

Syllabus

Chapter 1: Introduction to Tally – Configurations F11 & F12 (2 hours)

Chapter 2: Company Creation (2 hours)

Chapter 3: Creation of Groups(2 hours)

Chapter 4: Creation of Ledger(2 hours)

Chapter 5: Voucher Creation – Receipt Voucher(2 hours)

Chapter 6: Payment Voucher (2 hours)

Chapter 7: Purchase Voucher(2 hours)

Chapter 8: Sales Voucher(2 hours)

Chapter 9: Contra Voucher(2 hours)

Chapter 10: Other Vouchers(2 hours)

Chapter 11: Inventory Management with Tally – Stock creation(2 hours)

Chapter 12: Godown creation(2 hours)

Chapter 13: Cost center & cost category(2 hours)

Chapter 14: Inventory Vouchers entry(2 hours)

Chapter 15: Accounting and Inventory Reports (2 hours)

Reference:

1. A.K. Nadhani and K.K. Nadhani, Implementing Tally 6.3, 1/e BPB Publications, New Delhi.
2. Namrata Agarwal, Tally 6.3 , 2004 Edition , Dream Tech., New Delhi.