

2017-18

CERTIFICATE COURSE IN TALLY

SYLLABUS

Chapter 1: Fundamentals of Accounting - 6 hours

1.1 Introduction

1.2 Accounting Terms

1.3 Accounting Assumptions, Concepts and Principles

1.3.1 Assumptions

1.3.2 Concepts

1.3.3 Principles

1.4 Double Entry System of Accounting

1.5 Types of Accounts

1.6 The Golden Rules of Accounting

1.7 Source Documents for Accounting

1.8 Recording of Business Transactions

CHAPTER 2: Maintaining Chart of Accounts in Tally.ERP - 4 hours

2.1 Introduction

2.1.1 Getting Started with Tally.ERP 9

2.1.2 Mouse/Keyboard Conventions

2.2 Company Creation

2.2.1 Shut a Company

2.2.2 Select a Company

2.2.3 Alter Company Details

2.3 Company Features and Configurations

2.3.1 F11: Company Features

CHAPTER -3 Maintaining Stock Keeping Units (SKU) - 5 hours

3.1 Introduction

3.2 Inventory Masters in Tally.ERP 9

3.3 Creating Inventory Masters

3.3.1 Creation of Stock Group

3.3.2 Creation of Units of Measure

3.3.3 Creation of Stock Item

3.3.4 Creation of Godown

Chapter 4: Recording Day-to-Day Transactions in Tally.ERP 9 - 10 hours

4.1 Introduction

4.2 Business Transactions

4.2.1 Source Document for Voucher

4.2.2 Recording Transactions in Tally.ERP 9

4.3 Accounting Vouchers

4.3.1 Receipt Voucher (F6)

4.3.2 Contra Voucher (F4)

4.3.3 Payment Voucher (F5)

4.3.4 Purchase Voucher (F9)

4.3.5 Sales Voucher (F8)

Chapter 5: Accounts Receivable and Payable Management – 10 hours

5.1 Introduction

5.1.1 Accounts Payables and Receivables

5.2 Maintaining Bill-wise Details

5.3 Activation of Maintain Bill-wise Details Feature

5.4 New Reference

5.5 Against Reference

5.6 Advance

Chapter 6: MIS Reports - 5 hours

6.1 Introduction

6.2 Advantages of Management Information Systems

6.3 MIS Reports in Tally.ERP 9

6.3.1 Trial Balance

6.3.2 Balance Sheet

6.3.3 Profit and Loss Account

6.3.4 Cash Flow Statement

6.3.5 Ratio Analysis

6.3.6 Books and Reports

6.3.6.1 Day Book

Recording Vouchers with TDS (Tax Deducted at Source) - 5 hours

8.1 Introduction

8.2 Basic Concepts of TDS

8.3 TDS in Tally.ERP 9

8.4 Activation of TDS Feature in Tally.ERP 9

8.5 TDS Statutory Masters

8.6 Configuring TDS at Group Level

8.7 Configuring TDS at Ledger Level

8.8 Booking of Expenses in Purchase Voucher

8.9 TDS Report

Parvathy Haraji
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RELEVANCE OBJECTIVES AND EXPECTED OUTCOME OF TALLY COURSE

RELEVANCE

Tally is Accounting software used for Accounting purposes and Generating reports easily. It is provided by Tally Solutions. It's headquarters in Bangalore, Karnataka India, it is a standard business accounting software. Tally software is being used by individuals and business corporate to maintain their books of Accounts. It is important to maintain record of all monetary transactions and Tally is capable of handling almost all kind of business transactions.

It allows to perform and manage all of the major accounting operations in business such as

- ☑ Interest Calculation
- ☑ Cost Centres and Profit Centres
- ☑ Cash and Fund Flow
- ☑ Bank Reconciliation
- ☑ Cheque Management
- ☑ E-Payments
- ☑ Balance Sheet and P&L
- ☑ Multi-currency

OBJECTIVES

The main objectives of the tally course are:

- To teach you how to use all the features of Tally software.

- To teach you how to perform your accounting tasks efficiently.
- To develop your problem-solving and critical thinking skills.

EXPECTED OUTCOME OF TALLY COURSE

- Tally is the most popular business accounting software, which is extremely simple and more powerful. After learning tally course, you can set up the application and get started with accounting more easily.

- The course try to bring the latest updates which make the students Industry-ready.

- The course provides powerful and actionable insights and enhances students' knowledge.

- The entire tally course is designed to meet the industry-related topic requirements that helps the students to learn more practically.

- Our tally course provides greater flexibility as students can opt for customized learning as per their requirements.

- Knowledge of Tally software has increased students' chances for job opportunities in different fields like finance, banking, ITES, BPO & KPO industries.

Thiruvalluvar
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LIST OF MEMBERS OF BOARD OF STUDIES

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Dr. SOJU.S (Internal member)

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Dr.

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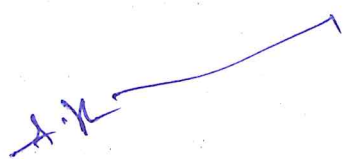
SREE NARAYANA COLLEGE, KOLLAM
PG AND RESEARCH DEPARTMENT OF COMMERCE

2017-18

MARKLIST

The marks obtained by the student SWATHY.P.K, 5th sem Bcom in the examination for the certificate course in TALLY conducted by PG and Research Department of Commerce, Sree Narayana College, Kollam.

MARK ATTENDED	MINIMUM FOR PASS	MAXIMUM MARKS
82	50	100



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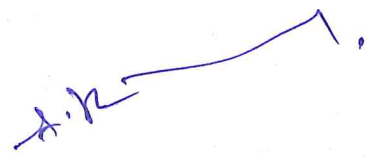
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2017-18

MARKLIST

The marks obtained by the student LEKSHMI.P.S, 5th sem Bcom in the examination for the certificate course in TALLY conducted by PG and Research Department of Commerce, Sree Narayana College, Kollam.

MARK ATTENDED	MINIMUM FOR PASS	MAXIMUM MARKS
83	50	100



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2017-18

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MARK ATTENDED	MINIMUM FOR PASS	MAXIMUM MARKS
85	50	100


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2017-18

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MARK ATTENDED	MINIMUM FOR PASS	MAXIMUM MARKS
85	50	100

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SREE NARAYANA COLLEGE KOLLAM

DEPARTEMENT OF CHEMISTRY

CERTIFICATE COURSE IN TALLY

This is to certify that Mr./Ms./Mrs. *Savitri Bista*.....Department of.....
.....*Commerce*.....has successfully completed Certificate Course in
.....*Tally*.....Tally during the Academic
Year.....*2017-18*.....

[Signature]

Course Coordinator

[Signature]

Principal



SREE NARAYANA COLLEGE KOLLAM

DEPARTEMENT OF CHEMISTRY

CERTIFICATE COURSE IN TALLY

This is to certify that Mr./Ms./Mrs. *Karthika, S.R.*.....Department of.....

Commerce.....has successfully completed Certificate Course in
Tally.....Tally during the Academic

Year.....*2017-18*.....

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Course Coordinator

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Principal



SREE NARAYANA COLLEGE KOLLAM

DEPARTEMENT OF CHEMISTRY

CERTIFICATE COURSE IN TALLY

This is to certify that Mr./Ms./Mrs. *Lekshmi P.S* Department of.....

Commerce.....has successfully completed Certificate Course in

Tally.....Tally during the Academic

Year *2017-18*.....

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Course Coordinator

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Principal



SREE NARAYANA COLLEGE KOLLAM

DEPARTEMENT OF CHEMISTRY

CERTIFICATE COURSE IN TALLY

This is to certify that Mr./Ms./Mrs.....Department of.....

Comptex.....has successfully completed Certificate Course in
Tally.....Tally during the Academic

Year.....*2017-18*.....

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Course Coordinator

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DEPARTEMENT OF CHEMISTRY

CERTIFICATE COURSE IN TALLY

This is to certify that Mr./Ms./Mrs. *Sreathy . P.K*Department of.....
Commercehas successfully completed Certificate Course in
.....*Tally*.....Tally during the Academic
Year.....*2017-18*.....

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SREE NARAYANA COLLEGE KOLLAM

CERTIFICATE COURSE 2017-18

Sl.NO	Candidate code	Name	Department	Signature
1	15915132001	ABIJITH D	COMMERCE	<i>Abijith</i>
2	15915132002	AISWARYA K.V	COMMERCE	<i>Aiswarya</i>
3	15915132003	ANANDHU P	COMMERCE	<i>Anandhu</i>
4	15915132004	ANJANA R S	COMMERCE	<i>Anjana</i>
5	15915132005	ANOOP RAJEEV	COMMERCE	<i>Anoop</i>
6	15915132006	ANUJA GEORGE	COMMERCE	<i>Anuja</i>
7	15915132007	ARJUN DILEEP	COMMERCE	<i>Arjun</i>
8	15915132008	ARYA KRISHNAN	COMMERCE	<i>Arya</i>
9	15915132009	ASHNA ASKER	COMMERCE	<i>Ashna</i>
10	15915132010	DEVIKA S	COMMERCE	<i>Devika</i>
11	15915132011	DEVINA RAJ	COMMERCE	<i>Devina</i>
12	15915132013	JITHIN M	COMMERCE	<i>Jithin</i>
13	15915132014	MANASI M	COMMERCE	<i>Manasi</i>
14	15915132015	NISHIDA.N	COMMERCE	<i>Nishida</i>
15	15915132017	RIJU A B	COMMERCE	<i>Riju</i>
16	15915132018	SREE LEKSHMI S	COMMERCE	<i>Sreelakshmi</i>
17	15915132019	SRUTHI S LAL	COMMERCE	<i>Sruthi</i>
18	15915132020	SRUTHY S ANIL	COMMERCE	<i>Sruthy</i>
19	15915132021	SUMI S MADHU	COMMERCE	<i>Sumi</i>
20	15915132022	AKHIL DILEEP	COMMERCE	<i>Akhil</i>
21	15915132023	AKHIL PRASAD	COMMERCE	<i>Akhil</i>
22	15915132025	AKSHAY AJITH	COMMERCE	<i>Akshay</i>
23	15915132026	ALAMELU A	COMMERCE	<i>Alamelu</i>
24	15915132027	AMAL SATHYARAJ	COMMERCE	<i>Amal</i>
25	15915132028	AMMU U V	COMMERCE	<i>Ammu</i>
26	15915132029	ANAGHA S	COMMERCE	<i>Anagha</i>
27	15915132030	ANANDHU S	COMMERCE	<i>Anandhu</i>
28	15915132031	ANDREA. S. SILVESTER	COMMERCE	<i>Andrea</i>
29	15915132032	ARADHANA A	COMMERCE	<i>Aradhana</i>
30	15915132033	ASWANI . K	COMMERCE	<i>Aswani</i>
31	15915132034	ASWANI A	COMMERCE	<i>Aswani</i>
32	15915132035	ASWATHY A	COMMERCE	<i>Aswathy</i>
33	15915132036	ASWATHY A	COMMERCE	<i>Aswathy</i>
34	15915132037	B SWATHY	COMMERCE	<i>B Swathy</i>
35	15915132038	BHAGYALEKSHMI A	COMMERCE	<i>Bhagyalakshmi</i>
36	15915132039	BIBIKA RAJU	COMMERCE	<i>Bibika</i>
37	15915132040	CHETHAS B.J.	COMMERCE	<i>Chethas</i>
38	15915132041	CHIKKUMOL K	COMMERCE	<i>Chikkumol</i>
39	15915132042	GEETHU .S	COMMERCE	<i>Geethu</i>
40	15915132043	KAILAS NATH SH	COMMERCE	<i>Kailas</i>
41	15915132044	KARTHIKA S R	COMMERCE	<i>Karthika</i>

42	15915132045	LEKSHMI MANOHARAN	COMMERCE	Lekshmi
43	15915132046	LEKSHMI P S	COMMERCE	Lekshmi P
44	15915132047	NANDHANA C KUMAR	COMMERCE	Nandana
45	15915132048	NAZIA SHAREEF	COMMERCE	Nazia
46	15915132049	NEELIMA S	COMMERCE	Neelima
47	15915132050	NIKHETH.S.DHARAN	COMMERCE	Nikheth
48	15915132051	NITHEESH.H	COMMERCE	Nitheesh
49	15915132052	PRAVEENA P V	COMMERCE	Praveena
50	15915132053	SACHITHANAND M	COMMERCE	Sachithanand
51	15915132055	SANUJA M SAJI	COMMERCE	Sanuja
52	15915132056	SARATH S	COMMERCE	Sarath
53	15915132057	SHEHIN S	COMMERCE	Shehin
54	15915132058	SHIJI A S	COMMERCE	Shiji
55	15915132059	SHONE SUDHEER	COMMERCE	Shone Sudheer
56	15915132060	SREEJITH.S	COMMERCE	Sreejith
57	15915132061	SUMAYA SHAJI	COMMERCE	Sumaya
58	15915132062	SUSAN GEORGE	COMMERCE	Susan George
59	15915132063	SWATHI P.K	COMMERCE	Swathi
60	15915132064	VIKRAM M S	COMMERCE	Vikram
61	15915132065	VYSHAKH. V	COMMERCE	Vyshakh
62	15915132066	ATHIRA B JAYAN	COMMERCE	Athira
63	15915132067	GOKUL MURALI	COMMERCE	Gokul
64	15915132068	KAVYA V	COMMERCE	Kavya
65	15915132069	NAYANA S	COMMERCE	Nayana
66	15915132070	NIMMI T M	COMMERCE	Nimmi
67	15915132071	SRUTHI SM	COMMERCE	Sruthi
68	15915132072	SUMITHA M	COMMERCE	Sumitha

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