

**MAR IVANIOS COLLEGE OF ARTS  
AND SCIENCE, MAVELIKARA**

**CERTIFICATE COURSE  
IN TALLY ENTERPRISES RESOURCES  
PLANNING (Accounting package)**

**Course code :- MICAS.T.01**

**ABOUT THE COURSE**

Tally ERP is one of the most popular accounting software used in India. It is complete enterprise software for small & medium enterprises. Tally ERP is a perfect business management solution and GST software with an ideal combination of function, control, and in-built customizability. Tally ERP permits business owners and their associates to interact more in accounts related discussions and is a complete product that retains its original simplicity yet offers comprehensive business functionalities such as Accounting, Finance, Inventory, Sales, Purchase, Point of Sales, Manufacturing, Costing, Job Costing, Payroll and Branch Management along with compliance capabilities for Excise, TDS, TCS, and now GST too.

This course is very useful for students to get placements in different offices as well as companies in Accounts departments.

### **Eligibility for Tally:**

Any student of fourth Semester is eligible to join.

### **MODE OF LEARNING**

Classes will be conducted on every working day from 8.30 am to 9.30 am

### **COURSE FEES**

Rs. 3000/-, for completion of course

### **Objective of this course:**

1. This course helps students to work with well-known accounting software i.e. Tally ERP
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 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.

4. This course is designed to impart knowledge regarding concepts of Financial Accounting

5. Tally is an accounting package which is used for learning to maintain accounts. As this course is useful for students to get placements in different offices as well as companies in Accounts departments

### **Outcome from this course:**

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

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 software

3. Students do possess required skill and can also be employed as Tally data entry operator.

## **COURSE SYLLABUS**

Total hours: 30

Period: 3 months

### **COMPUTER APPLICATIONS IN FINANCIAL. MANAGEMENT**

#### **1. Introduction to Accounting**

(1.1) What is Accounting

(1.2) Financial accounting

(1.3) Books of Accounts

(a) Cash

(b) Journal

- (c) General ledger
- (1.4) Classification of Accounts and Rules of Debit and Credit
- (1.5) Financial Statement
  - (a) Trial balance
  - (b) Final Accounts Statements
  - (c) O/S: Bills Tracking
- (1.6) Inventory Management
  - (a) Delivering In & Out
  - (b) Purchase & Sales Invoice
  - (c) Debit & credit Notes

## **II. Foundation of Accounts**

- (2.1) Ledger accounts and groups
- (2.2) Account Groups
  - (a) Liability Side
  - (b) Assets side
  - (c) Income side
  - (d) Expense side

## **III. Capital Account**

- (3.1) Capital
- (3.2) Reserves & Surplus (Retained Earnings)

## **IV. Loans (Liabilities)**

- (4.1) Bank overdraft
- (4.2) Secured Loans & Unsecured Loans

## **V. Current Liabilities**

- (5.1) Duties & Taxes
- (5.2) Provisions
- (5.3) Sundry Creditors
- (5.4) Current liabilities

## **VI. Fixed Assets**

- (6.1) Investments

## **VII. Current Assets**

- (7.1) Stock in Hand
- (7.2) Deposits (Assets)
- (7.3) Loans & advances (Assets)
- (7.4) Sundry Debtors
- (7.5) Cash in hand
- (7.6) bank Account

## **VIII. Miscellaneous Expense & Suspense Account**

## **IX. Sales & Purchases**

## **X. Direct & Indirect Income**

## **XI. Direct & Indirect Expenses**

## **XII. Voucher**

- (12.1) Voucher Type
- (12.2) Voucher Class
- (12.3) Optional Voucher

## **XIII Introduction to Tally**

- 13.1 Tally Screen
- 13.2 Selection of Menu item
- 13.3 Company Info menu
- 13.4 Creating a new Company
- 13.5 Gateway
- 13.6 Selection of Options
- 13.7 Buttons at Gateway
- 13.8 Selection company

## **XIV. Features & Configuration**

- 14.1 General Features
- 14.2 Accounting features
- 14.3 inventory Features
- 14.4 Account & inventory info
- 14.5 Voucher Entry
- 14.6 Invoice or order entry
- 14.7 Printing
- 14.8 Configuration
- 14.9 Account Group
- 14.10 Ledger Accounts
- 14.11 Voucher Type
- 14.12 Inventory Master
- 14.13 Stock categories
- 14.14 Stock Group
- 14.15 Stock Item

## **XV. Transactions**

- 15.1 Accounts Voucher
  - (a) Show cost centre Details
  - (b) Show Inventory Details
  - (c) Show table of Bills Details for selection
  - (d) Show Bill wise Details
  - (e) Show Ledger Current Balance
  - (f) Show balance as on voucher dates
  - (g) Use Payment / Receipt as Contra
  - (h) Allow Cash Accounts in Journals
  - (i) Use Cr/Dr instead of To/By during Entry
  - (j) Pre-allocate Bills for payment
  - (k) Allow Expense/Fixed Assets in Purchase Voucher
  - (l) Types of voucher

- (m) Printing of Voucher
  - (n) Payment Voucher- Printing
  - (o) Receipt Voucher-printing
  - (p) Credit Notes- Printing
  - (q) Debit Notes- Printing
  - (r) Journal Voucher- Printing & Entry for closing books of Accounts
  - (s) Sales Voucher
  - (t) Purchase Voucher
  - (u) Bill-by-Bill Adjustment
  - (v) Interest Calculation
  - (w) Deletion of Voucher
  - (x) Printing of Voucher
- 15.2 Inventory Voucher
- (a) Show batch wise Details
  - (b) Inventory Allocation

## **XVI Reports - Display**

- 16.1 Display Options at Gateway
- 16.2 Access from Gateway
- 16.3 layout of Display Screen
- 16.4 Buttons
- 16.5 Balance Sheet
- 16.6 Trial Balance
- 16.7 Account Books
- 16.8 Statement of Account
- 16.9 Day Book
- 16.10 List of Accounts

## **XVII Inventory Report Display**

- 17.1 Stock Summary
- 17.2 Inventory Books
  - a) Stock Item
  - b) group Summary
  - c) Movement Analysis
- 17.3 Stock Transfer
- 17.4 Physical Stock Register
- 17.5 Sales Order Book
- 17.6 purchase Order Book
- 17.7 Viewing Order position

## **XVIII MIS Reports - Display**

- 18.1 printing while viewing reports
- 18.2 Common Printing Options
- 18.3 Reports Specific Printing Configuration
- 18.4 balance sheet
- 18.5 Profit & Loss Account
- 18.6 Trial Balance & Other Group Summary Reports
- 18.7 Day Books
- 18.8 Ledger monthly Summary
- 18.9 Registers

18.10 Outstanding (receivable & payable)

**XIX Outstanding (Ledger & Groups)**

19.1 Cash & funds flow

19.2 Cash & funds flow (summary)

19.3 Stock Summary

19.4 Stock Item monthly Summary

19.5 Account books

(a) Cash book

(b) Bank book

(c) ledger book

(i) All A/C

(ii) One A/C

(iii) Group A/C

**COURSE COORDINATOR**

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