

# **Certificate Course in Tally ERP-9**



**Effective from Academic Year (2020-2021)**

**Shri Govind Guru University**

**Godhra**

**Course Objective:**

To make commerce graduates employable through development of technical skill in accounting.

**Duration:** 3-4 months (Total 45-60 hours of Class and Lab Practice)

**Eligibility:**

B.Com. degree holder of this University or equivalent thereto of other University. He/She must have offered Accounting on elective group at B.Com.

**No. Of Seats:** 30 in each batch.

**Admission Procedure:**

Seats will be allotted in order of merit determined on the basis of aggregate marks obtained at B.Com. level. Reservation as per state Govt. norms will be allowed.

**Curriculum:****Unit – 1**

1. Overview of basics of financial accounting, Cost Accounting, Taxation, Audit, Management Accounting, etc.

2. Fundamentals of Tally ERP-9

- Getting Functional with Tally ERP-9
- Setting up of firm in Tally ERP-9

**Unit – 2**

3. Accounting Master in Tally ERP-9

- F-11 : Features
- F-12 : Configurations
- Setting up Account Heads

4. Inventory in Tally ERP-9

- Stock Groups, Stock Categories, Godowns/Locations, Units of measure, Stock Items, creating inventory master for National Traders.

**Unit – 3**

5. Voucher Entry in Tally ERP-9

- Accounting Vouchers, inventory vouchers
- Invoicing. Pay-roll accounting

6. Advanced Applications of Tally ERP-9

(a) Bill-wise details, cost centres, cost categories, voucher class and cost centre class, Bank reconciliation, Multiple currencies, interest calculations, Budgeting and Budgetary control, scenario analysis and optional vouchers.

(b) Advanced inventory control and Management

**Unit – 4**

- (a) GST, Purchase vouchers, with GST, sales voucher with GST, GST returns and payments
- (b) Party Leader analysis. MIS – Purchase, Sales, Stock analysis and reports. cash and bank reports. Search, filter and sorting. Financial Reports, Multiple Languages, Export-import back-up and restore, TDS, TCS. Printing Reports.

**Unit – 5**

- (a) Data Security. Short-cuts keys, Data synchronization, Finalization entries
- (b) Tally Audit – Types of Audits, How to draft reports?

Note: Students must have done or do Basic computer course, windows operating system, MS Word 2010, MS Excel, MS Power Point, Internet and e-mail training.

Good Knowledge of manual practice of accounting must be there when they join this course

Examination:

Online MCQ Examination containing 20 questions on each Unit.

Duration 2 hours

Passing standard 60% marks.