BHARATHIAR UNIVERSITY :: COIMBATORE 641046

CERTIFICATE COURSE IN TALLY
(For the candidates admitted from the academic year 2013-14 onwards)

SCHEME OF EXAMINATIONS

PARTICULARS	DURATION OF EXAMINATION	TOTAL MARKS
Tally. ERP 9 (THEORY)	3 Hours	100
PRACTICAL (Tally. ERP 9)	3 Hours	100

Eligibility: **Plus two with Commerce, Accountancy and Computer Science.**

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CERTIFICATE COURSE IN TALLY

Tally.ERP_9

Subject Description: Tally is one of the most popular Accounting Software which deals in keying and maintenance of the accounting details of single company or group of companies in a computerized format.

Goals : To enable the students to work in Tally and make the Students to understand the Accounting Procedures clearly

Objectives : Tally Accounting is designed to help you to better mange yours Books, your Business & Powerful Business Management.

Unit1 - Office Automation

Accounts Basics - Understanding the Components of Computer, Classification of Softwares - Challenges associated with accounting on computers and solutions there on - Software training to enhance employability - Growth of Tally.ERP

Unit 2 - Introduction to ERP 9

Advantages and Salient Features of Tally.ERP 9 - Company Creation
Ledger Creation with predefined Primary Groups, Predefined Sub Groups and New Sub Groups

Unit 3: Business Book keeping

Accounting Concepts and Conventions - Double entry book-keeping Accounting Cycle : Journal, Ledger, Trial Balance, Final Accounts -Rectification of Errors -Suspense Account - Capital and Revenue Item - Final Accounts of Trading Concerns, Non Trading concerns, Manufacturing Concerns, Service Organizations, Inventory Management - Analysis of Financial Statements with Ratio Analysis - Cash Flow Analysis and Funds Flow Analysis.

Unit 4 -Inventory

Inventory Masters and Reports in Stock Summary and Statements of Inventory –
Accounting Voucher Entries - Creation of additional voucher types,Simple classes in Accounting Vouchers, Inventory Voucher Entries -Using Various references in Billwise Accounting for Trading and Non Trading Accounts - Payment Performance of debtors, Bank Reconciliation Statement -Reporting and Printing - Office Documentation in MS Word 2007 and MS Excel 2007 - Google Docs.

Unit 5: Advanced Business Accounting in Tally.ERP9

Financial Management - Easy Recording by use of voucher classes, automatic accounting allocation, additional accounting allocation predefined voucher classes and default ledger allocation for invoicing - Cost allocation - Forex Management - Interest Calculation - Projections (Scenario management) and Planning (Budgeting) - Financial MIS - Purchase

Order Processing - Sales Order Processing - Allocation of Additional Cost - Batchwise Accounting - Transactions at zero value - Actual and Billed quantity - Multiple prices for single item - Bills of Material - Manufacture of finished goods with by product / Co product / Scrap - Job Work - Company Logo Printing - Point of Sales - Consignment.

Books for Reference:

1. Implementing Tally 6.3 –K.K Nantheni
2. Tamilnadu Vat & CST Tally.ERP 9- Vishnu Priya Singh
3. Tally.ERP 9 – Ashok K. Nandhini
4. Learning Tally. ERP 9 – Vishnu Priya Singh
5. Straight To The Point - Tally.ERP 9 - Dinesh Maidasani

Practical – (Tally ERP.9)

1) Create a Company with all relevant details including VAT options

2) Create the ledgers under appropriate predefined groups

3) From the Balances of a trader, Prepare Trading a/c, Profit And Loss A/C and Balance Sheet for the Year .

4) Create vouchers and view Day Book, Profit and loss a/c and Balance sheet for a concern including petty cash, non-fund items

5) Create FINANCIAL VOUCHERS with various inventories giving quantity details and value per unit

6)Enter the INVENTORY VOUCHERS involving
(i) Unit of measurement
(ii) Stock groups
(iii) Stock items
(iv) Stock Summary

7) MAINTAIN BILLWISE DETAILS
Create bill wise details for a creditor/debtor involving advance

8) Generate RATIO ANALYSIS statement
Enter the details commenting upon the various ratios statement generated upon financial transactions and analyse about the solvency position of the company:

9) Enter transactions involving various INTEREST PARAMETERS

10) Enter transactions involving foreign currencies for purchases and sales and calculate FOREIGN GAINS/LOSS