VALUE ADDED COURSE

OFFERED BY

DEPARTMENT OF COMMERCE

"TALLY"

2014-15

Course Coordinator:

Dr. Mathew Jose K

Head of the Department

TALLY

COURSE CODE:14COMVAC01
COURSE DURATION: 30 hrs
CLASS TIMING: Weekly one or two hrs

COURSE OBJECTIVES:

In modern accounting and economic global, Tally Accounting Software is holistic and applicable because it offers numerous technology advantages. The main objective of this course are;

- To provide basic knowledge about Tally.

- To make students able to use Tally in their daily life for their accounting practices.

- To impart knowledge regarding concepts of Financial Accounting Tally.

COURSE OUTLINE:

UNIT 1 – BASICS OF ACCOUNTING

Types of Accounts - Golden Rules of Accounting - Accounting Principles - Concepts and

Conventions, - Double Entry System of Book Keeping - Mode of Accounting - Financial Statements – Transactions - Recording Transactions – Fundamentals of Tally

UNIT 2 – GATEWAY OF TALLY

Accounting Masters in Tally.ERP 9 - Inventory in Tally.ERP 9 - Voucher Entry in Tally.ERP 9 - Advanced Accounting in Tally.ERP 9 - Advanced Inventory in Tally.ERP 9 - Payroll Accounting and Compliance

UNIT 3 – VALUE ADDED TAX

Configuring VAT in Tally.ERP 9 - Creating Masters - Entering Transactions - Accounting for

Return of Goods - Rate Difference in Purchase / Sales - Accounting for Interstate Transactions - Exempt Transactions under VAT - Purchases from Unregistered Dealers - Claiming ITC on Capital Goods - Inter-State Branch Transfers - VAT Reports - VAT for Composite Dealers
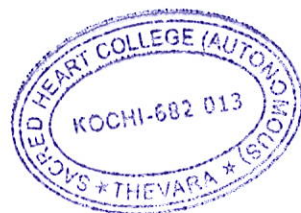
UNIT 4 - CENTRAL SALES TAX & SERVICE TAX

Basics of Central Sales Tax (CST) - Enabling CST in Tally.ERP 9 - Recording Interstate Transactions in Tally.ERP 9 - Payment of CST - CST Reports - Basics of Service Tax - Configuring Tally.ERP 9 for Service Tax - Creating Masters - Entering Transactions - Accounting for Advance Receipts - Accounting for Opening Service Tax Credit - Payment of Service Tax - Service Tax Reports

UNIT 5 – TCS & TCS

Basic concepts of TDS - Configuring TDS in Tally.ERP 9 - Creation of Masters - Processing Transactions - TDS Reports - Basic Concepts of TCS - Configuring Tally.ERP 9 for TCS - Creating Masters - Entering Transactions - TCS Reports - Practical problems on Tally ERP 9

Reference

1. Learn Tally. ERP 9 with - Er Soumya Rajan Behera

2. Accounting with Tally. ERP 9 – Asok K Nadhani 3. Learn Tally. ERP 9 – Rajesh Chheda

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