

M E S COLLEGE, MARAMPALLY
DEPARTMENT OF COMMERCE
FINAL YEAR BCOM C A

CERTIFICATE COURSE IN COMPUTERISED ACCOUNTING-TALLY

Instructors: FEBINA K R&RASEENAMOL NA

Department offering the course: Commerce

Name of the Institution: MES College, Marampally

Number of hours: 30 hours

SYLLABUS

Module I: Introduction to Tally Accounting Package: Familiarisation of Tally 9- Features of Tally-Screen components-Creation of company- selecting a company-altering/modifying company, creation details-deleting a company-F11 Features-F12 Configuration.

Module II: Creation of groups, ledgers: Account groups-pre-defined groups-creating single and multiple groups-creation of primary account groups-creating ledger accounts in single & multiple- displaying , altering and deleting account groups and ledgers.

Module III: Creation of vouchers and entering Transactions and generate outputs:Accounting vouchers-entering transactions in accounting vouchers-billwise details-altering and deleting a voucher entry-creating a new voucher types-modifying anexisting voucher-duplicating a voucher-optional vouchers-post-dated vouchers-reverse journal-balancesheet-P&L A/c- Trial Balance-day book-account books-statement of accounts-ratio analysis-cash flow- fundflow-list of accounts-exception reports.

Module IV: Practice Accounts with inventory: Enabling F11 and F12- stock category – stock group-single/multiple creation of stock category and stock group- creation of unit of measurement- creating single/multiple stock items-inventory reports-stock summary- inventory books.

Module V: Practice Accounting with Tax: F11&F12 settings for taxation-TDS-ledgers related to TDS-creating TDS voucher types- TDS reports-TCS-service tax-GST computation-GST reports-GST forms

(30 Hours including theory and Practicals)

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DEPARTMENT OF COMMERCE

Certificate Course in computerized Accounting-Tally Lab

Maximum Marks- 100

Internal 20

External 80

Components of External Evaluation- Practical	Marks
Problem 1	20
Problem 2	30
VIVA	20
Practical record	10
Total	80