

PATUCK–GALA COLLEGE OF COMMERCE & MANAGEMENT

Patuck Campus, Rustomba Patuck Marg, 100 Nehru Road, Vakola Bridge, Santacruz (E), Mumbai: 400 055

(Affiliated to University of Mumbai)

Re-accredited with B++ grade by NAAC (2.77 CGPA)

Add On Certificate Course

On

TALLY ERP 9 WITH GST

Course Objectives:

1. To impart knowledge regarding the concepts of financial accounting
2. To enable students to understand and work with an Accounting software with GST
3. To increase the employability of students in the area of accounting and finance

Course Outcomes:

After successful completion of the course, the learners will be able to:

1. Classify accounting records relating to inventory, banking, vouchers and orders.
2. Synthesize company accounts into Tally software
3. Evaluate GST in the accounting software
4. Create a career as Accounting professional

Course Contents:

Sr. No.	Topics	Brief Description	Hours
1	Introduction	Financial Accounting Principles and Basics of Tally, Types of ledgers, accounts & groups etc.	2
2	Company Info	Creation of a Company in Tally, data entry, assigning passwords to the company, selecting, altering and closing a company in Tally. Creating company ledgers, groups, displaying ledgers, groups, security controls	2
3	Inventory Management	Inventory Records, Creating units of measurement, Creating stock items, groups & categories, Altering & Displaying inventory information, Making voucher entries affecting inventory, various methods for valuation of stock, various inventory reports.	4
4	Accounting Ledger Details	Concept of Ledger entry – vouchers, new features (F11) of latest Tally versions. Explanation of different settings, options for configuration in Tally , Different types of voucher entries, sales, purchase, receipts, payment using shortcut combinations of Alt, making different types of voucher entries.	4
5	Banking	Bank & contra Entries, Bank Reconciliation statements, Displaying purchase-sales registers, receipts-payment, Displaying Balance Sheet, Profit & Loss account.	2

Sr. No.	Topics	Brief Description	Hours
6	Cost Centre and Cost Categories	Concept of Cost centre and use of cost centre, creating cost centres, Displaying cost centre, cost centre breakup, reports, summary, assignments	2
7	Memo Voucher (Memorandum)	Making Memo entries, using direct commands, Different Types of Balance Sheet, Vertical and Horizontal control, Passing journal entries for adjustments, editing vouchers and journal entries.	4
8	Order Processing	Orders Entry, Order printing, configuration, sales invoice printing, order outstanding summary assignments	2
9	Report in Tally ERP.9	Taking print outs of ledgers, Balance sheet, profit & loss account, etc. Exporting data in different formats, web interactivity (email, upload, and browse)	2
10	GST in Tally ERP.9	GST, Introduction of GST in Tally, Enabling GST in F11 Features.	2
11	Generate GST	Creating a Stock Item with GST Creating Purchase Ledger with GST Creating Sales Ledger with GST, Creating a Input GST Tax Ledger Creating a Output GST Tax Ledger, Creating a Customer Ledger, Creating Sales Ledger.	4
		Total	30

Course Evaluation:

1. Attendance -- 20% (minimum attendance 24 hours)
2. MOCK Test -- 20% (minimum for passing 16/20) - after 20 hours
3. Practical Test -- 60% (minimum for passing 45/60) - at the end of 30 hours