



# Office of the Principal GOVERNMENT COLLEGE – GURUR

(Affiliated by Hemchand Yadav Vishwavidyalaya Durg, Chhattisgarh, India)

DISTRICT – BALOD (Chhattisgarh), INDIA

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## Value Added Course Session 2021 - 22

01. Name of Course: **Tally and Accounting**

Code : VAC-TC01

02. Name of Department: Commerce Department

Duration: 30 Hours

03. Course Objectives & Course Outcomes:

Course Objectives	Course Outcomes
<ul style="list-style-type: none"><li>➤ To familiarize computer accounting practices as per Indian norms</li><li>➤ To introduce Accounting software which indeed helps a small and medium business.</li></ul>	<ul style="list-style-type: none"><li>➤ Students will understand all functions of accounting taxation and payroll that a particularly mid-sized business needs.</li></ul>

04. Syllabus:

Module 01	Module 02	
<b>Basics of Accounting:</b> Introduction, Types of accounts, Golden rules of accounting, Accounting principles, Concepts and Conventions, Double entry system of book keeping, Mode of accounting, Financial statement, Transactions and Maintaining records of transactions.	<b>Fundamentals of Tally ERP 9:</b> Introduction of Tally ERP 9, History of Tally, Getting functions with Tally ERP 9, Company features, Configuration, Creation and setting up of company in Tally ERP 9.	
Module 03	Module 04	Module 05
<b>Accounting Master in Tally ERP 9:</b> F11 features, F12: configurations (Chart of Groups, Groups, Multiple Groups, Ledgers, Multiple Ledgers), Setting of accounting heads.	<b>Account with Inventory Masters in Tally ERP 9:</b> <b>Inventory Masters in Tally ERP9</b> - Stock Groups, Multiple Stock Groups, Stock Categories, Multiple Stock Categories, Units of Measure, Godowns, Stock Items. <b>Vouchers entries in Tally ERP 9</b> – Introduction, Types of Vouchers, Chart of Vouchers, Accounting Vouchers, Inventory Vouchers and Invoicing.	<b>Advanced Accounting in Tally ERP 9:</b> Bill wise details, Cost centers and Cost Categories, Multiple currencies, Interest calculations, Budget and Controls, Scenario Management, Bank Reconciliation, Report analysis. Trading Account. Profit and Loss account and Balance Sheet.

05. Reference of Books:

01. Tally ERP 9 Training guide by Asok K. Nadhani, BPB Publications.
02. Tally 9 in simple steps, Kogent Solutions Inc. Joh Wiley & Sons.
03. Tally ERP 9 Made Simple: Basic Financial Accounting, BPB Publisher.
04. Krishnan, Avichi, Tally ERP 9 for Real Time Accounting.

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Commerce Department

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