

ACADEMIC YEAR : 2019-2020
COURSE CODE : ADD-CC-01
TRAINING FACULTY : Ms. BALU RAJEEV
TOTAL HOURS : 30

TALLY PRO
SYLLABUS

MODULE 1.- Fundamentals of Accounting – Accounting terms, assumptions, Double entry system of accounting, Source documents of accounting, Journalizing and posting of transactions.

MODULE 2. Maintaining chart of accounts in Tally. ERP 9 – Introduction – mouse and keyboard conventions, Company creation; Select, alter and shut a company; company features and configuration; Chart of accounts, Ledger- ledger creation – ledger alteration etc..

MODULE 3. Inventory Management – Inventory valuation, types of Inventory valuation, Stock keeping units – Inventory masters in Tally ERP 9; Creation of stock groups, stock items and godown. Stock opening balance in Tally ERP 9

MODULE 4. Recording day to day transactions – Business transactions, recording transactions Tally ERP 9. Accounting vouchers, receipt voucher, contra voucher, Handling e-payments in Tally ERP 9; E-Payments Report

MODULE 5. MIS Reports – Advantages of Management Information System – MIS Reports in Tally ERP 9. Trial balance, Balance sheet, Profit & Loss Account, Cash flow statement, Fund flow statement Receipts and Payments, Purchase Register etc..

COURSE OUTCOME

1. Students will understand the basic concepts and general applications of Tally ERP 9
2. Students will be able to do the Inventory Management by using Tally ERP 9
3. Students will get a basic understanding of MIS and preparation of the various MIS reports through Tally ERP 9



SANTHIGIRI COLLEGE OF COMPUTER SCIENCES

Course Code: FDD-CC-01

Tally PRO Syllabus

Total duration: 90 hours

Chapter 1: Fundamentals of Accounting - 2 hours

- ❖ Introduction
- ❖ Accounting Terms
- ❖ Accounting Assumptions, Concepts and Principles
- ❖ Assumptions
- ❖ Concepts
- ❖ Principles
- ❖ Double Entry System of Accounting
- ❖ Types of Accounts
- ❖ Golden Rules of Accounting
- ❖ Source Documents for Accounting
- ❖ Key Takeaways

Chapter 2: Journalising and Posting of Transaction - 4 hours

- ❖ Introduction
- ❖ Recording of Business Transactions
- ❖ The Accounting Equation
- ❖ Recording of Transactions in Books of Original Entry/Journal
- ❖ Use of Debit and Credit
- ❖ Rules of Debit and Credit
- ❖ Recording of Business Transactions in Journal
- ❖ Ledger
- ❖ Need for Ledger
- ❖ Differences between a Journal and a Ledger
- ❖ Classification of Ledger Accounts
- ❖ Posting from Journal
- ❖ Trial Balance
- ❖ Methods of Preparation
- ❖ Subsidiary Books & Control Accounts
- ❖ Cash Book
- ❖ Single Column Cash Book
- ❖ Double Column Cash Book
- ❖ Three Column Cash Book
- ❖ Petty Cash Book
- ❖ Purchase Book
- ❖ Purchase Return Book
- ❖ Sales Book
- ❖ Sales Return Book
- ❖ Journal Proper
- ❖ Control Accounts
- ❖ Financial Statements
- ❖ Trading and Profit & Loss Account

- ❖ Trading Account
- ❖ Profit & Loss Account
- ❖ Balance Sheet
- ❖ Types of Assets and Liabilities included in Balance Sheet
- ❖ Key Takeaways

Chapter 3: Maintaining Chart of Accounts in Tally.ERP 9 - 4 hours

- ❖ Introduction

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- ❖ Getting Started with Tally.ERP 9
- ❖ Mouse and Keyboard Conventions
- ❖ Company Creation
- ❖ Shut a Company
- ❖ Select a Company
- ❖ Alter a Company
- ❖ Company Features and Configurations
- ❖ Company Features: F11
- ❖ Configuration: F12
- ❖ Chart of Accounts
- ❖ Ledger
- ❖ Group
- ❖ Ledger Creation
- ❖ Single Ledger Creation
- ❖ Multi Ledger Creation
- ❖ Altering and Display of Ledgers
- ❖ Ledger Alteration
- ❖ Single Ledger Display
- ❖ Multi Ledger Display
- ❖ Deleting Ledgers
- ❖ Group Creation
- ❖ Single Group Creation
- ❖ Multiple Group Creation
- ❖ Altering and Display of Groups
- ❖ Group Alteration
- ❖ Single Group Display
- ❖ Multi Group Display
- ❖ Deleting Groups
- ❖ Key Takeaways

Chapter 4: Fundamentals of Inventory Management - 4 hours

- ❖ Introduction
- ❖ Inventory Management
- ❖ Terms Used in Inventory Management
- ❖ Inventory Valuation
- ❖ Different Types of Inventory Valuation
- ❖ Inventory Management in Tally.ERP 9
- ❖ Conclusion

Chapter 5: Stock Keeping Units - 4 hours

- ❖ Introduction
- ❖ Inventory Masters in Tally ERP 9
- ❖ Creating Inventory Masters
- ❖ Creation of Stock Group
- ❖ Creation of Unit of Measure
- ❖ Creation of Stock Item
- ❖ Creation of Godown
- ❖ Defining of Stock Opening Balance in Tally ERP 9

- ❖ Key Takeaways

Chapter 6: Recording Day to Day

Transactions - 4 hours

- ❖ Introduction
- ❖ Business Transactions
- ❖ Source Document or Voucher
- ❖ Recording Transactions in Tally.ERP 9
- ❖ Accounting Vouchers
- ❖ Receipt Voucher
- ❖ Contra Voucher



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- ❖ Payment Voucher
- ❖ Purchase Voucher
- ❖ Sales Voucher
- ❖ Debit Note Voucher
- ❖ Credit Note Voucher
- ❖ Journal Voucher
- ❖ Creation of New Voucher Type
- ❖ Automation of Invoices (Voucher Classes)
- ❖ Non-Accounting Vouchers
- ❖ Memorandum Voucher
- ❖ Optional Vouchers
- ❖ Reversing Journal
- ❖ Recording Provisional Entries
- ❖ Recording Inventory Vouchers
- ❖ Receipt Note Voucher
- ❖ Delivery Note Voucher
- ❖ Rejection In Voucher
- ❖ Rejection Out Voucher
- ❖ Stock Journal Voucher
- ❖ Physical Verification of Stocks
- ❖ Conclusion
- ❖ Key Takeaways

Chapter 7: Accounts Receivable and Payable Management - 4 hours

- ❖ Introduction
- ❖ Accounts Payable and Receivable
- ❖ Maintaining Bill-wise Details
- ❖ Activation of Maintaining Bill-wise Details Feature
- ❖ New Reference
- ❖ Against Reference
- ❖ Advance Reference
- ❖ On Account
- ❖ Credit Limit
- ❖ Activate Credit Limit
- ❖ Setting Credit Limits
- ❖ Exceeding Credit Limits
- ❖ Exception to Credit Limits
- ❖ Payment Performance of Debtors
- ❖ Changing the Financial Year in Tally.ERP 9
- ❖ Conclusion
- ❖ Key Takeaways

Chapter 8: Banking - 5 hours

- ❖ Introduction
- ❖ Banking Payments
- ❖ Setting up Banking Features
- ❖ Cheque Management
- ❖ Cheque Printing
- ❖ Single Cheque Printing

- ❖ Cash Deposit Slip
- ❖ Cheque Deposit Slip
- ❖ Payment Advice
- ❖ Managing of Post-dated Cheques
- ❖ Notional Bank
- ❖ Post-dated Report
- ❖ Handling e-Payments in Tally.ERP 9
- ❖ E-Payments Report
- ❖ Exporting e-Payment Transactions from e-Payments Report
- ❖ Sending Payment Instructions to Bank
- ❖ Updating the Bank Details Instantly in Tally.ERP 9
- ❖ Conclusion
- ❖ Key Takeaways

Chapter 9: Allocation and Tracking of Expenses and Incomes - 4 hours

- ❖ Introduction
- ❖ Cost Centre and Cost Categories
- ❖ Activation of Cost Category and Cost Centre
- ❖ Allocation of Expenses and Incomes using Cost Centre
- ❖ Allocation of Expenses and Incomes using Cost Centre with Cost category
- ❖ Allocation of expenses to multiple cost centres and cost categories
- ❖ Automation of Cost Centre and Cost Categories while recording transactions
- ❖ Cost Centre Classes
- ❖ Cost Centre Reports
- ❖ Category Summary
- ❖ Cost Centre Break-up
- ❖ Ledger Break-up
- ❖ Group Break-up
- ❖ Conclusion
- ❖ Key Takeaways

Chapter 10: MIS Reports - 4 hours

- ❖ Introduction
- ❖ Advantages of Management Information Systems
- ❖ Types of MIS Reports in Tally.ERP 9
- ❖ MIS Reports in Tally. ERP 9
- ❖ Trial Balance
- ❖ Balance Sheet
- ❖ Profit and Loss Account
- ❖ Cash Flow Statement
- ❖ Funds Flow Statement
- ❖ Ratio Analysis
- ❖ Books and Accounting Reports
- ❖ Day Book

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- ❖ Ageing Analysis
- ❖ Key Takeaways

Chapter 11: Storage and Classification of Inventory - 4 hours

- ❖ Introduction
- ❖ Godown Management
- ❖ Activating Godown
- ❖ Creating a Godown
- ❖ Allocation of Stock to Particular Godown while Defining Opening Balance
- ❖ Recording of Purchase, Sales and Stock Transfers with Godown Details
- ❖ Purchase of Inventory
- ❖ Recording stock transfer entry using stock journal
- ❖ Sale of Inventory
- ❖ Maintaining Damaged Goods
- ❖ Analysing Godown Summary and Stock Movement Reports
- ❖ Stock Category
- ❖ Activation of Stock Categories
- ❖ Creating Stock Categories
- ❖ Recording of Transactions
- ❖ Movements of Goods in Batches/Lots - Batch wise details
- ❖ Activating Batch-wise Details in Tally.ERP 9
- ❖ Using Batch-wise Details in Purchase Invoice
- ❖ Using Batch-wise Details in Sales Invoice
- ❖ Expired Batch/Stock Transfer
- ❖ Batch Reports
- ❖ Batch Vouchers Report
- ❖ Batch Summary Report
- ❖ Transfer Analysis report
- ❖ Stock Valuation Methods
- ❖ Configuration of Stock Valuation Method
- ❖ Different Types of Costing Methods
- ❖ Recording of Purchase and Sales Transactions
- ❖ Stock Valuation based on FIFO Perpetual Method
- ❖ Conclusion
- ❖ Key Takeaways

Chapter 12: Management of Purchase and Sales Cycles - 4 hours

- ❖ Introduction
- ❖ Purchase Order Processing
- ❖ Activating Order Processing in

- ❖ Reorder Level
- ❖ Display Reorder Status
- ❖ Conclusion
- ❖ Key Takeaways

Chapter 13 Price Levels and Price Lists - 5 hours

- ❖ Introduction
- ❖ Activating Price Lists and Defining of Price Levels
- ❖ Creation of Price List
- ❖ Using Price List
- ❖ Revise Price List
- ❖ Conclusion
- ❖ Key Takeaways

Chapter 14: Manufacturing Process - 5 hours

- ❖ Introduction
- ❖ Activating of Bill of Materials
- ❖ Auto Listing of Components Using Bill of Materials
- ❖ Accounting of Manufacturing Process in Tally.ERP 9
- ❖ Transferring of Manufactured Goods from Storehouse to Showroom
- ❖ Reports
- ❖ Stock Journal Register
- ❖ Transfer Analysis
- ❖ Cost Estimation
- ❖ Stock Ageing Analysis
- ❖ Conclusion
- ❖ Key Takeaways

Chapter 15: Goods and Services Tax - 20 hours

- ❖ Introduction to GST
- ❖ Getting Started with GST (Goods)
- ❖ Advance adjustments and Entries (Goods)
- ❖ Getting Started with GST (Services)
- ❖ Advance adjustments and Entries (Services)
- ❖ Conclusion
- ❖ Key Takeaways

Chapter 16: Tax Deducted at Source (TDS) - 5 hours

- ❖ Introduction
- ❖ Basic Concepts of TDS
- ❖ TDS Process
- ❖ TDS in Tally.ERP 9
- ❖ Activation of TDS Feature in Tally.ERP 9

