

CERTIFICATE COURSE

Computerized Accounting – Tally ERP9

Department of Finance and Taxation
No registration fee for students from MES College Erumely

Starting On - 10/10/2020



MES COLLEGE ERUMELY

(Approved by Govt. of Kerala & Affiliated to Mahatma Gandhi University)
A Minority Institution Certified by National Minority Education Commission

Directorate of Human Resource Development Council (HRDC)

Director : Rejoola O.M. - 8289 882 175

MES COLLEGE, ERUMELY
DEPARTMENT OF B.COM FINANCE AND TAXATION
SYLLABUS FOR CERTIFICATION COURSE

Computerised Accounting- Tally ERP 9(Theory and Practical)

Instructional Hours - 30 Hrs

Module 1- Introduction to computerized accounting	(Theory 1 Hrs. Practical 2 Hrs.)
Tally ERP9- creation of company- altering and deleting a company- F11 features- Fi2 configuration.	
Module 2 - Accounts and Vouchers	(Theory 2 Hrs. Practical 5 Hrs.)
Account groups- pre-defined groups- - creating ledger accounts - accounting vouchers - entering transactions in accounting vouchers- altering and deleting a voucher entry- creating new voucher types- bank reconciliation statement-generating reports- configuring reports.	
Module 3- Accounts with inventory	(Theory 3 Hrs. Practical 6 Hrs.)
Enabling F11 and F12 - stock category - stock group creation of stock category and stock group- creation of units of measurement- - creating single / multiple stock items- creating godowns- cost categories- cost centres - inventory vouchers - inventory reports- stock summary	
Module 4- Accounting with Tax	(Theory 2 Hrs. Practical 4Hrs.)
GST- computing GST- ledgers and vouchers pertaining to GST - ledger creation- CGST, SGST, IGST - GST reports - GST Forms.	
Module 5- Payroll	(Theory 2 Hrs. Practical -3 Hrs)
Enabling Payroll- creating pay heads- single/multiple - creation of employee groups- single/multiple creation of employee head- salary details - creating units of work-managing and creating attendance/ production types- Payroll vouchers- Payroll reports	

Name of faculty members: Sherly Jacob, Duniya P S

REFERENCE TEXT BOOKS:

- 1.Computerized accounting Tally ERP9--Prof K K Tomy M.com, M.Phil. (Prakash publication)
- 2.Tally ERP 9 with GST -- Asok K Nadhani, BPB Publication

About the Course

To impart knowledge regarding concepts of Financial Accounting .Tally is an accounting package which is used for learning to maintain accounts. This course is useful for Commerce Students to get placement in different offices as well as companies in accounts department.

Who can apply : **The Students studying in BCom (Finance and Taxation) Department**

**The programme registration will be open from October - 15th
Classes Started From -28/10/2020**

Certificate will be issued after the sucessful completion of the course

Total Hours : 30