



ESTD - 1928

SNJB

S. N. J. Bs.

**Karmavir K. H. Abad Arts, Shriman M. G. Lodha Commerce & Shriman P.H.
Jain Science College, Chandwad, Dist. - Nashik**

Department Of Commerce

Organize

Basic Practical Aspects in Tally ERP-9

- | | |
|--------------------|-------------------|
| • Programme Code: | COM001 |
| • Course Code: | ERP001 |
| • Course Duration: | 10 Days (30Hours) |

Objective of this course:

- ❖ This course helps students to work with well-known accounting software i.e. Tally ERP.9
- ❖ Student will learn to create company, enter accounting voucher entries including advance voucher entries, do reconcile bank statement, do accrual adjustments, and also print financial statements, etc. in Tally ERP.9 software
- ❖ Accounting with Tally certificate course is not just theoretical program, but it also includes continuous practice, to make students ready with required skill for employability in the job market.

Outcome from this course:

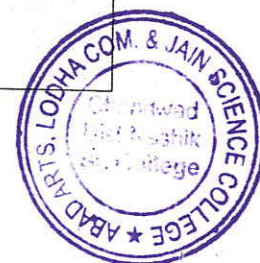
- ❖ After successfully qualifying practical examination, students will be awarded certificate to work with well-known accounting software i.e. Tally ERP.9
- ❖ Student will do by their own create company, enter accounting voucher entries including advance voucher entries, do reconcile bank statement, do accrual adjustments, and also print financial statements, etc. in Tally ERP.9 software
- ❖ Students do possess required skill and can also be employed as Tally data entry operator.



Basic Practical Aspects in Tally
Programme Code - COM001
Course Code- ERP001

Time Table & Syllabus


SR.NO	DATE	Title
1.	06/11/2017	<ul style="list-style-type: none">• User Interface and Company Management• Masters – Ledgers• Masters – Groups• Masters – Bill wise Debtors and Creditors Ledger• Payment Voucher
2.	12/11/2017	<ul style="list-style-type: none">• Day Book in Tally• Pre-Allocation of Bills• Receipt Voucher• Contra and Journal Voucher• Cheque Printing in Tally ERP
3.	19/11/2017	<ul style="list-style-type: none">• Masters : Inventory• Goods and Services Tax (GST)• Purchase Voucher with GST• Sales Voucher with GST• GST Returns and Payment
4.	26/11/2017	<ul style="list-style-type: none">• Billing Features in Tally• Purchase Order Processing• Sales Order Processing• Debit and Credit Notes• Bank Reconciliation in Tally
6.	01/12/2017	<ul style="list-style-type: none">• Re-Order Level in Tally• Interest Calculations (Auto Mode)• Voucher Types and Class• Point of Sales• Scenarios and Optional Vouchers



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Neminagar, Chandwad

7.	10/12/2017	<ul style="list-style-type: none">• Budgets and Controls in Tally• Cost Centers and Cost Categories• Party Ledger Analysis• Purchase and Sales Reporting• Stock Analysis and Reports
8.	17/12/2017	<ul style="list-style-type: none">• Cash and Bank Reports• Search, Filter and Sorting• Financial Reports• Multi Language• Export, Import, Backup and Restore
9.	24/12/2017	<ul style="list-style-type: none">• Tax Deducted at Source (TDS) in Tally• Payroll Accounting in Tally• Finalization Entries• Data Security• Tally Audit
10	25/12/2017	<ul style="list-style-type: none">• Data Synchronization• Multi-Currency• Printing Reports• Miscellaneous• Shortcut Keys


Asst. Prof. Devendra Dagade
Course Co-Ordinator


Asst. Prof. P.R. Sohani
HOD

