ACCOUNTING AND TALLY

Description

Tally Accounting is software used for financial accounting purposes. It is provided by Tally Solutions and is a standard business accounting software. Tally Prime is a very robust ERP product and is a complete business management solution.

All the accounting activities, such as financial records of a business, the generation of statements concerning the liabilities and assets of a business, all are easily managed with the Tally solution.

Objective

- Develop skills to prepare account manually and computerized.

- After studying this Course, the Student will be able to Understand the elements of electronic accounting process

- Apply the basics of accounting with the help of sophisticated software like Tally

- Create a Company, Ledgers and Groups creation, stock groups, Stock items, stock unit's formation, various Vouchers Entry, etc in tally software.

- Make adjustment entries through Tally and produce financial statements like P&L account, Balance Sheet etc.

Salient Features

- **Simplicity:** Tally.ERP9 accounting software is easy to set up, simple to use and is designed to simplify the complex day to day activities associated in an enterprise. It allows easy Keyboard operations and requires basic knowledge of Accounts and English to use it.

- **Auditors' Edition:** A special Auditors' Edition is offered by Tally.ERP9, which provides auditing and compliance capabilities exclusively for Chartered Accountants.

- **Remote Access:** Tally.ERP9 provides its users with remote capabilities to access the data from any location whatsoever at any point in time.

- **Scalability:** Tally.ERP9 suits any style of business needs and eliminates the necessity for a business to change its style of operation, in order to adapt to the nature of the application.

- **Power:** Tally.ERP9 allows users to maintain multiple companies and with unlimited levels of classification & grouping capabilities. It even allows drill-down facility from report level to the transaction level.
- **Accounting without Codes:** Tally.ERP9 allows accounting with the regular names without any account codes.
- **Real-time processing:** Real-time processing allows immediate posting and updating of books of accounts as soon as the transactions are entered, thereby facilitating instant statements and reports. It also facilities a real-time and multi-user environment.
- **Concurrent multi-lingual capability:** Tally.ERP9 offers its users with the exclusive capability of maintaining their accounts in any Indian language, viewing them in another language and printing them in yet another Indian language.
- **Flexibility:** Tally.ERP9 comes with a flexible option to generate instant reports for any given period, either month or a year or at any given point of time besides providing the facility to switch between Accounting & Inventory reports of the same company or between companies.

Duration of Course

Course duration will be of 30 lectures and after the completion of all the 30 lectures university will conduct exam as per syllabus and schemes and every qualified student will be awarded certificate.

Classification of Course

Classification of course will be based on certain Modules each module will take minimum 5 days. In this value added course we have eight different modules which are based on different parameters of Accounting and Tally.

SYLLABUS

Maximum Marks: 150   **Minimum Marks: 60**

Module	Topics	No. of Hours
Module 1:	Financial Accounting Concept of Double Entry System, Golden Rules of Accounting, Preparation of Journals	8
Module2:	Preparation of Ledgers and Trial Balance	6
Module 3:	Brief Introduction of Trading and Profit and Loss Account and Balance Sheet	6
Module 3:	Tally **ERP 9.0** 1. **Introduction** of Tally ERP 9, Info Manu, Creation of a Company, Gateway of Tally, 2. Account information: Ledgers and Groups creation 3. Inventory information: Determination of stock groups, Stock items and stock units	15
Module 4:	Accounting vouchers Entries: Receipt Vouchers, Payment Vouchers, Purchase Vouchers, Sales voucher, Contra Vouchers, Journal Vouchers, Debit	**10**
Module 5:	Report: Trial Balance, Day Book, Accounts Book, Statement of Accounts, Inventory Book, Trading and Profit & Loss Account, Balance Sheet,	5
	Project - make a project to record Day to Day accounting and generate Trading & P&L account and Balance Sheet	

Scheme of Examination

S.No	Types	Questions	Marks Allocated	Total Marks
1	Objective	5	1	5
2	Short Answer	5	3	15
3	Long Answer	3	10	30
4	Practical			50
5	Project			50
Total Marks				150

REFRENCE:

- Official Guide To Financial Accounting Using TALLY.ERP 9 3rd Revised And Updated Edition Book.

- Implementing Tally ERP 9 Book-Asok k Nadhani.

- Tally Erp 9 Power Of Simplicity Book-Shraddha Singh Navneet Mehra.