

**CERTIFICATE COURSE**

ON

*Tally ERP 9*

*Organized by*

**DEPARTMENT OF COMMERCE**

Academic year 2022 2023

## CERTIFICATE COURSE ON *Tally ERP 9*

### Syllabus

S.NO	SYLLABUS	HOURS
1	<b>Chapter-I</b> <b>FUNDAMENTALS OF ACCOUNTS</b>	7H
	<ul style="list-style-type: none"><li>• Introduction</li><li>• Accounting Terms</li><li>• Accounting Assumptions, Concepts and Principles<ul style="list-style-type: none"><li>○ Assumptions</li><li>○ Concepts</li><li>○ Principles</li></ul></li><li>• Double Entry System of Accounting</li><li>• Types of Accounts</li><li>• Golden Rules of Accounting</li><li>• Source Documents for Accounting</li></ul>	
	<b>Chapter-II</b> <b>JOURNALISING AND POSTING OF TRANSACTIONS</b>	
	<p>Introduction</p> <ul style="list-style-type: none"><li>• Recording of Business Transactions<ul style="list-style-type: none"><li>○ The Accounting Equation</li><li>○ Recording of Transactions in Books of Original Entry/Journal.<ul style="list-style-type: none"><li>▪ Use of Debit and Credit</li><li>▪ Rules of Debit and Credit</li><li>▪ Recording of Business Transactions</li></ul></li></ul></li></ul>	

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

2

7H

**Chapter-III**  
**MAINTAINING CHART OF ACCOUNTS**

3

- Introduction
  - 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

7H

**Chapter-IV**  
**RECORDING OF DAY-TO-DAY TRANSACTIONS**

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

4

9H

Date: 12-12-2022

To,  
The Principal  
GDC, Huzurnagar,  
Suryapet Dist,  
Telangana State.

Respected sir,

Sub: To conduct certificate course in our college Req.Reg.

The Department of **Commerce** is planning to conduct Certificate course on **Tally ERP 9** to our college Government degree college, Huzurnagar students from 19.12.2022 to 31.01.2023. Please permit us to conduct successfully.

Blg  
PRINCIPAL  
Govt. Degree College  
Huzur Nagar- 508 204,  
Suryapet Dist. TELANGANA

## What is Tally.ERP 9



POWER OF SIMPLICITY

Tally.ERP 9 is one of the most popular accounting software used in India. It is complete enterprise software for small & medium enterprises.

Tally.ERP 9 is a perfect business management solution and GST software with an ideal combination of function, control and in-built customisability.

Tally.ERP 9 permits business owners and their associates to interact more in accounts related discussions and is a complete product which retains its original simplicity yet offers comprehensive business functionalities such as Accounting, Finance, Inventory, Sales, Purchase, Point of Sales, Manufacturing, Costing, Job Costing, Payroll and Branch Management along with compliance capabilities for Excise, TDS, TCS, and now GST too!

## How to use Tally.ERP 9?



POWER OF SIMPLICITY

Tally is nothing but accounting in digital format. Maintaining accounts in manual books, we write accounting entries as debit and credit. In Tally, we create entries the same way. So how do we do it Tally then?

The entire thing could be pictured as the installation of any machinery in the workplace.

## OBJECTIVES OF TALLY.ERP.9

*Tally*

POWER OF SIMPLICITY

- 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.



# GOVERNMENT DEGREE COLLEGE-HUZURNAGAR

## CERTIFICATE COURSE ON POWER OF SIMPLICITY

### REPORT

- 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


# GOVERNMENT DEGREE COLLEGE-HUZURNAGAR

Certificate course on

Tally ERP 9.0

## STUDENT LIST

S.NO	STUDENT NAME	GROUP	Sig
1	Sk.Nagul meera	B.COM(CA)/III	Sk.Nagulmeera
2	R.Nandhini	B.COM(CA)/III	R. Nandhini
3	K,Ajay	B.COM(CA)/III	K. Ajay
4	P.Anand	B.COM(CA)/III	P. Anand
5	I.Jayanth	B.COM(CA)/II	I. Jayanth
6	Ch.sri Priyanka	B.COM(CA)/III	Ch. Sri Priyanka
7	Sayyad Nadiya	B.COM(CA)/I	S. Nadiya
8	K.Kumar	B.COM(CA)/I	K. Kumar
9	T.Vekateshwarlu	BA(CA)/III	T. Venkateshwarlu
10	T.Vishweshwar rao	BA(CA)/II	T. Vishweshwar Rao
11	P.Prabhas	BA(CA)/I	P. Prabhas

  
HEAD OF THE DEPARTMENT  
Govt. Degree College  
HUZURNAGAR-508 204

  
PRINCIPAL  
Govt. Degree College  
Muzur Nagar- 508 204,  
Suryapet Dist. TELANGANA

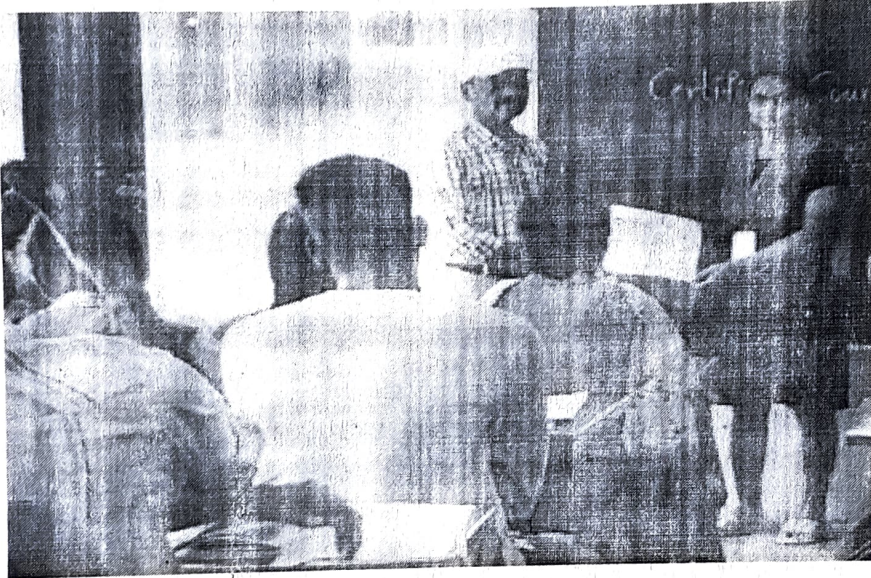
# GOVERNMENT DEGREE COLLEGE-HUZURNAGAR

Certificate course on

*Tally ERP 9.0*

CERTIFICATE PRESENTATION BY THE PRINCIPAL

**M.BHEEMARJUNA REDDY**



GOVERNMENT DEGREE COLLEGE HUZURNAGAR



CERTIFICATE OF COMPLETION

This Certificate is presented to

**Rayala Nandhini**

of class B.com(CA)-III year has participated in certificate course on Tally ERP.9  
organized by Department of Commerce from 19-12-2022 to 31-01-2023.

**B.NAGARJUNA**  
Head of the Department

**M.BHEEMARJUNA REDDY**  
Principal (FAC)

STUDENT FEEDBACK

1) This is most useful course for B.Com student

2) This is very valuable course for us

3) ~~as as as as as as as as as as as~~

4) This is most useful program

5) We learnt a lot with this certificate course

6)