

# **DEVA MATHA COLLEGE KURAVILANGAD**

**Affiliated to Mahatma Gandhi University, Kottayam**



## **SYLLABUS**

**OF**

## **ADD-ON COURSE**

**IN**

**Introduction to Tally ERP9**

**Academic Year: 2022-23**



## **DEVA MATHA COLLEGE KURAVILANGAD**

**DEPARTMENT OF SELF FINANCE COMMERCE**

**Add on Courses offered for Students : 2022-2023**

### **1. Introduction to GST**

**DMCK/ SFCOM/AD 22/2022**

### **2. Foundation Course in Co-Operation**

**DMCK/ SFCOM/AD 23/2022**

### **3. Introduction to Tally ERP 9**

**DMCK/ SFCOM/AD 24/2022**

### **4. Tally GST**

**DMCK/ SFCOM/AD 25/2022**



**Course Coordinator: Mr.Lenin Joy**

**Title:** Introduction to Tally. ERP9

**Instructional Hours:** 30 Hours

**Duration:** 2 Months

**Mode of Instruction:** Offline Class

**Intake Capacity:** 50-100 Students

**Eligibility:** Plus Two

# DEVA MATHA COLLEGE KURAVILANGAD

## ADD-ON COURSE FOR THE A.Y. 2022-23

### Course Objectives

1. To develop practical skills in the application of Tally Accounting package.
2. To expose the students to computer applications in the field of accounting.

### Module 1 Introduction to Tally. ERP9

Introduction, features, getting started with tally ,company creation, Display/Alter. F11 features, F12 configuration, single and multiple ledger creation, Display/Alter ledger, Accounting group of ledgers -how to create, manage and operate groups, Display/Alter groups

**(5Hours)**

### Module 2 Inventory control system:

stock groups, display/alter stock groups, delete stock group, unit of measures, display/alter unit of measures, compound unit, stock item, stock category creation, display /alter stock category, delete a stock category, Godown creation.

**(5Hours)**

### Module 3 Accounting vouchers:

Voucher date changing, contra voucher, payment voucher, receipt voucher, journal voucher, sales voucher, purchase voucher, post-dated voucher.

**(5Hours)**

### Module 4 Inventory vouchers:

stock journal voucher, physical stock voucher- use separate discount column, zero valued entries in vouchers, Additional cost ,use different actual billed quantity, debit note, credit note, purchase order, sales order, batch wise details, bill wise details, cost centre creation, tracking number, rejection notes, reversing journal, optional voucher, Manufacturing journal, bill of material (BOM).

**(15Hours)**

### Module 5 Reports:

Day book, Trial balance, Trading and Profit and Loss account, Balance sheet, Cash/bank books, Sales register, Stock summary, Key board shortcuts.

**(10 Hours)**

## References

1. Prof. K. K. Tomy : Computerised Accounting *TALLY-ERP9*, Prakash Publications (Changanacherry : 2019).
2. Dr. Antony Thomas, Princy Francis: Computerised Accounting, Pratibha Publications (Changanassery : 2020)

## Assessment Procedure: Attendance and Examination

<b>Grading:</b>	<b>A+</b>	<b>: <math>\geq 80\%</math></b>
	<b>A</b>	<b>: <math>\geq 70\%</math> to <math>&lt; 80\%</math></b>
	<b>B</b>	<b>: <math>\geq 60\%</math> to <math>&lt; 70\%</math></b>
	<b>C</b>	<b>: <math>\geq 50\%</math> to <math>&lt; 60\%</math></b>
	<b>D</b>	<b>: <math>\geq 40\%</math> to <math>&lt; 50\%</math></b>



  
Principal  
Deva Matha College  
Kuravilangad - 686 633