DEPARTMENT OF COMMERCE (SF)

**DEVA MATHA COLLEGE
KURAVILANGAD**

Affiliated to Mahatma Gandhi University, Kottayam

REPORT

ADD-ON COURSE

in

Introduction to Tally ERP 9

Conducted for III UG Students

Assessment Year: 2023-24

Introduction to Tally ERP 9 is an Add on Course offered by Department of Commerce (SF). Duration of the course is 30 hours. The course is defined in such a way that after the completion of the course, the participants will be able handle digital accounting with tally software. The model test paper will ensure students to build a confidence to appear for the examinations and also provide career orientation in digitalized financial accounting.

30 students registered for the course and successfully completed the course. The course was conducted during the month of January 2024 at computer lab.   Resource Persons who engaged the classes were Mr. Lenin Joy, Assistant Professor on contract, and Department of commerce SF and Mr. Vince Sebastian, Assistant Professor on contract, and Department of commerce SF. III UG students of B.com taxation and Co-operation enter themselves for this course.

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<h1 style="text-align:center">Add-on Course</h1>
<p style="text-align:center">in</p>
<h2 style="text-align:center">Introduction to Tally ERP 9</h2>

Course Co-dominator: Mr. Lenin Joy, Assistant Professor, Department of Commerce (SF)
Duration: 30 Hours
Intake in a batch: 30

The Main Objectives of this course are:

1. To provide basic knowledge in Tally ERP 9 among B.Com students.
2. To make them aware of Principles and procedures of Tally,
3. To enable students to handle with tally software and support them to seek jobs in accounting field.
4. To motivate B.com students for further studies in tally and engaged in profession based on Tally.

SYLLABUS

1. Basics of Accounting

   Types of Accounts, Golden Rules of Accounting, Accounting Principles, Concepts and Conventions, Double Entry System of Book Keeping, Mode of Accounting, Financial Statements, Transactions, Recording Transactions

2. Fundamentals of Tally.ERP 9

   - Getting Functional with Tally.ERP 9
   - Creation / Setting up of Company in Tally.ERP 9

3: Accounting Masters in Tally.ERP 9

   - F11:Features
   - F12 : Configurations
   - Setting up Account Heads

4: Inventory in Tally.ERP 9

   - Stock Groups
   - Stock Categories
   - Godowns / Locations
   - Units of Measure
   - Stock Items
   - Creating Inventory Masters for National Traders

5: Voucher Entry in Tally.ERP 9

   - Accounting Vouchers

- Inventory Vouchers
- Invoicing

6: Advanced Accounting in Tally.ERP 9

- Bill-wise Details
- Cost Centres and Cost Categories
- Voucher Class and Cost Centre Class
- Multiple Currencies
- Bank Reconciliation
- Interest Calculations
- Budgets & Controls
- Scenario Management

7: Advanced Inventory in Tally.ERP 9

- Order Processing
- Reorder Levels
- Tracking Numbers
- Batch- ise Details
- Additional Cost Details
- Bill of Materials (BoM)
- Price Levels and Price Lists
- Stock Valuation
- Zero Valued Entries
- Inventory Ageing Analysis
- Different Actual and Billed Quantities

8: Value Added Tax (VAT)

- Configuring VAT in Tally.ERP 9
- Creating Masters
- Entering Transactions
- Accounting for Return of Goods
- Rate Difference in Purchase / Sales
- Accounting for Interstate Transactions
- Exempt Transactions under VAT
- Purchases from Unregistered Dealers
- Claiming ITC on Capital Goods
- Inter-State Branch Transfers

- VAT Reports
- VAT for Composite Dealers

9: Central Sales Tax (CST)

- Basics of Central Sales Tax (CST)
- Enabling CST in Tally.ERP 9
- Recording Interstate Transactions in Tally.ERP 9
- Payment of CST
- CST Reports

10: Point of Sale (PoS)

- Features of Point of Sale (PoS) in Tally.ERP 9
- Configuring Point of Sale in Tally.ERP 9
- Entering POS Transactions
- POS Reports

11: Job Costing

- Configuring Job Costing In Tally.ERP 9
- Creating Masters for Job Costing
- Recording Transactions
- Job Costing Reports

12: Multilingual Capabilities

- Configuring Tally.ERP 9 for Multilingual Capabilities
- Creating Masters
- Entering Transactions in Multiple Languages
- Transliteration
- Generating Reports

13: Technological Advantages of Tally.ERP 9

- TallyVault
- Security Control
- Tally Audit
- Backup and Restore
- Split Company Data
- Export and Import of Data
- ODBC Connectivity
- Web Enabled, Print Preview and Online Help

- Printing of Reports and Cheques

14: Tally.NET and Remote Capabilities

- Overview of Tally.NET
- Configure Tally.NET Features
- Connect Company on Tally.NET
- Create Remote Users
- Authorise Remote Users
- Remote Access

15: Application Management and Controls

- Concept of Control Centre
- Installing & Activating Tally.ERP 9
- Logging to Control Centre
- Managing Accounts using Control Centre

16: Online Help and Support

- Features of Support Centre
- Accessing the Support Centre
- Using Support Centre

17: Service Tax

- Basics of Service Tax
- Configuring Tally.ERP 9 for Service Tax
- Creating Masters
- Entering Transactions
- Accounting for Advance Receipts
- Accounting for Opening Service Tax Credit
- Payment of Service Tax
- Service Tax Reports

18: Tax Dedu ted at Source

- Basic concepts of TDS
- Configuring TDS in Tally.ERP 9
- Creation of Masters
- Processing Transactions
- TDS Reports

19: Tax Collected at Source

- Basic Concepts of TCS
- Configuring Tally.ERP 9 for TCS
- Creating Masters
- Entering Transactions
- TCS Reports

20: Excise for Dealers

- Basic Concepts
- Salient Features of Dealer Excise
- Enabling Dealer Excise in Tally.ERP 9
- Creating Masters
- Entering Transactions
- Excise Reports
- Sales & Purchase Extract

21: Excise for Manufacturers

- Basic Concepts of Excise Duty
- Configuring Excise in Tally.ERP 9
- Creation of Masters
- Processing Transactions
- Excise Reports

22: Payroll Accounting and Compliance

- Configuring Payroll in Tally.ERP 9
- Creating Payroll Masters
- Processing Payroll in Tally.ERP 9
- Accounting for Employer PF Contributions
- Accounting for Employer ESI Contributions
- Payment of Professional Tax
- Generating Payroll Reports

Course Outcomes:

- Describe the concepts and principles of tally ERP to B.com Students.
- Familiarize various job opportunities in digitalized accounting field sector to B.com students.
- Assess the practical implications of Accounting software of Tally ERP.9

Mode of Evaluation:

Attendance and practical and theory Examination

Resource Persons

1. Mr. Lenin Joy
   Assistant Professor
   Commerce (SF)
   Deva Matha College
   Kuravilangad, Kottayam
2. Mr. Vince Sebastian
   Assistant Professor
   Commerce (SF)
   Deva Matha College Kuravilangad

BROCHURE

Deva Matha College Kuravilangad
Department Of Commerce SF
Add On Course On
Introduction to Tally ERP 9

Resource Persons

Mr.Lenin Joy

MCom DCFA, DIFA
Assistant Professor
Commerce (SF)

Deva Matha College
Kuravilangod, Kottayam

Mr.Vince Sobastian

MCom DCFA Assistant
Professor Commerce (SF)

Deva Matha College
Kuravilangad, Kottayam

Duration: 1 month (30hours)

Time:2:00pm to 3.00 pm
Monday to Saturday

Venue: Computer Lab SF Building

TRUTH WILL MAKE YOU FREE

DEPARTMENT OF COMMERCE (SF)-ADD ON COURSE
Introduction to Tally ERP 9 2023-24
FEEDBACK ON THE COURSE

Sl.NO	Name	Submitted Date	Class	Class No.	How would you rate this Add-on Programme as a whole?	Rate the Course Design of this Add-on Programme.	How do you rate the coordination of the course by the Department of Commerce (SF)?	How would you rate your overall experience with Add-on Classes?
1	Aneesa Anna Dijesh	02-02-2024	3rd Year B. Com Finance & Taxation	939	Excellent	Excellent	Excellent	Exceeded expectations
2	Ann Maria Thomas	02-02-2024	3rd Year B. Com Finance & Taxation	941	Good	Good	Good	Met expectations
3	Akhil Reji	02-02-2024	3rd Year B. Com Finance & Taxation	901	Good	Good	Good	Met expectations
4	Sharon Martin	02-02-2024	3rd Year B. Com Finance & Taxation	930	Good	Average	Good	Met expectations

5	Shesna Fathima Siyad	02-02-2024	3rd Year B. Com Finance & Taxation	946	Good	Good	Good	Met expectations
6	Jithin Biju	02-02-2024	3rd Year B. Com Co-Operation	1102	Good	Excellent	Excellent	Exceeded expectations
7	Niveth Krishna	02-02-2024	3rd Year B. Com Co-Operation	1103	Excellent	Excellent	Excellent	Exceeded expectations
8	Aparana Reghukumar	02-02-2024	3rd Year B. Com Finance & Taxation	910	Excellent	Excellent	Excellent	Exceeded expectations
9	Anaswara B Raj	02-02-2022	3rd Year B. Com Co-Operation	1104	Excellent	Excellent	Excellent	Exceeded expectations
10	Vighnesh M A	02-02-2022	3rd Year B. Com Co-Operation	1134	Excellent	Excellent	Excellent	Exceeded expectations

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11	Neeraja S Nair	02-02-2024	3rd Year B. Com Finance & Taxation	912	Excellent	Excellent	Excellent	Exceeded expectations
12	Archana B	02-02-2024	3rd Year B. Com Co-operation	1139	Excellent	Excellent	Excellent	Exceeded expectations
13	Aleena Mariam Shaji	02-02-2024	3rd Year B. Com Finance & Taxation	909	Good	Good	Good	Met expectations
14	Varghese Francis	02-02-2024	3rd Year B. Com Co-Operation	1133	Excellent	Excellent	Excellent	Exceeded expectations
15	Sivadath S	02-02-2024	3rd Year B. Com Co-Operation	1131	Excellent	Excellent	Excellent	Exceeded expectations
16	Sibin Sagar	02-02-2024	3rd Year B. Com Co-Operation	1130	Excellent	Excellent	Excellent	Exceeded expectations

17	Yedhukrishnan N S	02-02-2024	3rd Year B. Com Finance & Taxation	936	Good	Good	Excellent	Exceeded expectations
18	Vinayak S Nair	02-02-2024	3rd Year B. Com Finance & Taxation	934	Excellent	Good	Excellent	Met expectations
19	Navya Suresh	02-02-2024	3rd Year B. Com Finance & Taxation	945	Excellent	Excellent	Excellent	Exceeded expectations
20	Anitha Antony	02-02-2024	3rd Year B. Com Co-Operation	1137	Excellent	Excellent	Excellent	Met expectations
21	Emil A B	02-02-2024	3rd Year B. Com Co-Operation	1144	Good	Good	Good	Met expectations
22	Sheen Maria Manuel	02-02-2024	3rd Year B. Com Co-Operation	1147	Good	Good	Good	Met expectations

23	Nayana Rajesh	02-02-2024	3rd Year B. Com Co-Operation	1145	Excellent	Excellent	Excellent	Met expectations
24	Gauri R Nair	02-02-2024	3rd Year B. Com Finance & Taxation	943	Good	Good	Good	Met expectations
25	Manave T Sabu	02-02-2024	3rd Year B. Com Co-Operation	1125	Good	Excellent	Excellent	Met expectations
26	Karthik P H	02-02-2024	3rd Year B. Com Finance & Taxation	926	Excellent	Excellent	Excellent	Exceeded expectations
27	Binitta Boban	02-02-2024	3rd Year B. Com Co-Operation	1141	Excellent	Excellent	Excellent	Exceeded expectations
28	Arjun K S	02-02-2024	3rd Year B. Com Finance & Taxation	919	Excellent	Excellent	Excellent	Exceeded expectations

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| 29 | Akash S S | 02-02-2024 | 3rd Year B. Com Co-Operation | 1107 | Excellent | Excellent | Excellent | Met expectations |
| 30 | Aswin Shaji | 02-02-2024 | 3rd Year B. Com Finance & Taxation | 920 | Good | Good | Good | Met expectations |

Department of Commerce (SF), Deva Matha College Kuravilangad
2023-24
Add-on Course on
Foundation Course on Co-operation
Examination on 02-02-2024 – Mark List

Sl.NO	Submitted Time	Name	Total Marks (25)	Result
1	2/2/2024	Aneesa Anna Dijesh	25	100%
2	2/2/2024	Ann Maria Thomas	25	100%
3	2/2/2024	Akhil Reji	25	100%
4	2/2/2024	Sharon Martin	25	100%
5	2/2/2024	Shesna Fathima Siyad	23	92.0%
6	2/2/2024	Jithin Biju	24	96.0%
7	2/2/2024	Niveth Krishna	25	100%
8	2/2/2024	Aparana Reghukumar	25	100%
9	2/2/2024	Anaswara B Raj	25	100%
10	2/2/2024	Vighnesh M A	25	100%
11	2/2/2024	Neeraja S Nair	25	100%
12	2/2/2024	Archana B	25	100%
13	2/2/2024	Aleena Mariam Shaji	25	100%
14	2/2/2024	Varghese Francis	25	100%
15	2/2/2024	Sivadath S	24	96.0%
16	2/2/2024	Sibin Sagar	25	100%
17	2/2/2024	Yedhukrishnan N S	25	100%
18	2/2/2024	Vinayak S Nair	24	96.0%
19	2/2/2024	Navya Suresh	24	96.0%
20	2/2/2024	Anitha Antony	25	100%
21	2/2/2024	Emil A B	25	100%

22	2/2/2024	Sheen Maria Manuel	24	96.0%
23	2/2/2024	Nayana Rajesh	25	100%
24	2/2/2024	Gauri R Nair	24	96.0%
25	2/2/2024	Manave T Sabu	25	100%
26	2/2/2024	Karthik P H	25	100%
27	2/2/2024	Binitta Boban	25	100%
28	2/2/2024	Arjun K S	24	96.0%
29	2/2/2024	Akash S S	25	100%
30	2/2/2024	Aswin Shaji	23	92.0%

Department of Commerce (SF)
Deva Matha College Kuravilangad
2023-24
Add-on Course in Introduction to Tally ERP 9
Conclusion

The Classes were handled by expert and experienced faculties in the field of Tally ERP 9. The course successfully provided the basics knowledge of Tally ERP 9 to the 30 students of B.com Finance and Taxation and B.com Co-operation to acquire digital accounting skills. It enabled them to get a carrier orientation in digitalized financial accounting. Feedbacks are collected through Google form.

Certificates are distributed to the students eligible as per the mode of evaluation including attendance and examination.