

**MARY MATHA ARTS AND SCIENCE COLLEGE
VEMOM P O , MANATHAVADY
WAYANAD 670645**

Department of commerce

Syllabus for CCT COM 20 Certificate Course in Tally

No.of Contact hours –Total 30 Hrs

Objectives :

1. To acquire knowledge about the tally accounting package.
2. To develop skill in preparing financial statements in Tally.
3. To develop Skill in preparing and submitting VAT, GST returns and e-filing documents using Tally

Module I

Basics of accounting, features of tally – technological advantages, Transactions, journal, ledger, rules for debit and credit.- Creation of company – group – default group – ledger etc. – modification – alteration –deletion of company – voucher entry – default vouchers . [5Hours]

Module II

Creation of trial balance – balance sheet – profit and loss account.- detailed form-centred form alterations– Printing reports & options. [10 Hours]

Module III

Cost category – cost centre – stock group – stock item – (creation – deletion – alteration –modification). [5 Hours]

Module IV

Budget – creation– deletion – alteration – Bank Reconciliation Statements [5 Hours]

Module V

TDS – Generation & reconciliation of TDS – Chellan- filling of returns E TDS returns – Calculation of VAT – GST Accounting, Calculating financial ratios [5 Hours]

References

Tally ERP 9 – Nadhani.
Tally 9 Dr. Namrata Agrawal