

Vikram University, Ujjain

Board of studies in Computer science (Faculty of Engineering Science)

SYLLABUS of

Certificate Course in Tally

Exclusively for University Teaching Department (ICS,VUU)

Certificate Course in Tally PROGRAMME of UTD (ICS,VUU)

(Effective from Academic Session 2020-21)

[Modified as according to the provision of “Ordinance”]

COURSE STRUCTURE

Certificate Course in Tally

Paper code	Title of Paper	Theory External Marks	Min. Pass marks	Internal Marks	Min. Pass marks	Total
CT-101	Financial and Management Accounting	75	27	25	09	100
CT- 102	Tally Accounting Software	75	27	25	09	100
CT-103	Internship/Industrial Training/Project Work	<u>150</u>	<u>54</u>	50	28	200
	Total	<u>300</u>		100		400

CT 102: Financial and Management Accounting

UNIT 1

The basic Financial Accounts, types of accounts, Rules of Entries of transactions, Journals. Cash Book – Types, Format of Cash Book, Balancing of Cash Book, Subsidiary books – Purchase, Sales. Purchase return and sales return. Ledger, posting of entries.

UNIT 2

Trial Balance, Rectification of errors, adjustment entries. Depreciation and Inflation.

UNIT 3

Principles of Cost Accounting, Valuation of Stocks, Allocation of Overheads, Methods of material issues.

UNIT 4

Pay roll department, preparation of pay roll, Preparation of wage record, Methods of payments of wages, overview of computerized method for payroll preparation

UNIT 5

Inventory account and store record, inventory or stock control and cost accounting, Department demand and supply method of stock control. Classification and condition of material Report on material handling. Overview of computerized accounting process – Introduction to accounting system software, their features and some basic operations.

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Reference Books:

Books:

1. Mazda, Engineering Management, Addisen Wesley
2. S P Gupta, Management Accounting
3. I.M.Pandey, Financial Management, Vikas Publication.

CT 102- Tally Accounting Software

UNIT 1

User Interface and Company Management: Introduction to Tally ERP9, Installing Tally ERP9 License Server, Creating a Company, Data Path for Tally ERP9 Companies, Altering and Deleting Company, Gateway of Tally and User Interface, Masters – Ledgers, Understanding Ledgers, Creating Ledgers, Creating Multiple Ledgers, Altering and Deleting Ledgers, Practical Examples

UNIT 2

Masters – Groups: Understanding Groups, Creating Groups, Altering and Deleting Groups, Practical Examples, Masters – Bill wise Debtors and Creditors Ledgers, Using Practice Files, Configuring Bill wise Details, Examples on Creating Billwise Ledgers, Payment Voucher, Understanding Default Voucher Payment in Single Entry Mode (Examples) Payment in Double Entry Mode (Examples), Day Book, Understanding Day Book Reports, Altering and Deleting Transactions

UNIT 3

Pre-Allocation of Bills, Practical Examples, Receipt Voucher, Understanding Receipt Vouchers, Practical Examples, Contra and Journal Voucher, Understanding Contra for Banking, Practical Examples on Contra Vouchers, Practical Examples on Journal Vouchers, Cheque Printing, CTS Cheque Printing System, Practical Examples, Masters : Inventory, Understanding Inventory, Integrating Accounts and Inventory, Practical on Stock Group, Practical on Godown and Locations, Practical on Stock Category, Practical on Units of Measure, Practical on Stock Items, Manual Stock Valuation without Inventory

UNIT 4

Billing Features : Zero Valued Entries, Different Billing and Actual Quantity, Additional Cost of Purchase, Discount Column on Invoices, Purchase Order Processing, Purchase Order Process, Purchase Order Voucher with Examples, Receipt Note (Inventory) with Examples, Rejection-Out Voucher with Examples, Sales Order Processing, Sales Order Process, Sales Order Voucher with Examples, Delivery Note (Inventory) with Examples, Rejection-IN Voucher with Examples, Debit and Credit Notes, Debit Note Returns with Examples, Credit Note Returns with Examples, Bank Reconciliation, Understanding BRS Process, Practical Examples.

UNIT 5

Manufacturing Vouchers: Bills of Materials, Practical Examples, Job Costing and Examples, Batch Wise Details, Understanding Inventory Batches, Practical Examples, Re-Order Level, Understanding ROL, Practical Examples. Voucher Types and Class, Voucher Types and Masters, Practical Examples, Voucher Class and Masters, Practical Examples.

Reference:

1. Tally and ERP software Text Book of Rich