

CARMEL COLLEGE (AUTONOMOUS), MALA

COMMUNITY COLLEGE DIVISION

Certificate Course Syllabus

No. of Hours: 30

Course Name: Tally with GST

Course Code: CCDC01

Objectives:

1. To acquire computer operational skills with knowledge of accounting packages
2. To understand the technical features of Tally ERP 9
3. To prepare the students for taking up wage and self-employment

MODULE I: FUNDAMENTALS OF TALLY ERP 9

Introduction and definition- Limitations of manual book keeping- Features-Advantages and disadvantages- Tally ERP 9- Features- Components- Getting started with Tally ERP 9- Company creation- Gateway of tally

MODULE II: ACCOUNTS INFO

Accounts Info; ledger creation- ledger alteration- delete a ledger- group creation- group alteration- delete a group, grouping of accounts; capital- current assets- fixed assets- sundry debtors and creditors- direct and indirect expenses- direct and indirect incomes

MODULE III: INTRODUCTION TO VOUCHERS

Accounting vouchers; financial vouchers; contra- payment- receipt, Trading vouchers; purchase- sales- debit note- credit note, Non-accounting vouchers- journal- optional- postdated- memo voucher- reversing journal

MODULE IV: INVENTORY INFO

Inventory Info; stock group; create- alter- delete, stock item; create- alter- delete, stock category; create- alter- delete- unit of measure; single and compound unit, godown; create- alter- delete, inventory reports; stock summary.

MODULE V: TAX ACCOUNTING

Introduction to GST; rules, types, input tax credit, E-way bill, refunds- GST accounting using tally; GST masters, GST transactions, GST report