

E.M.G.YADAVA WOMEN'S COLLEGE, MADURAI-14**(An Autonomous Institution – Affiliated to Madurai Kamaraj University)****Re-accredited (3rd Cycle) with Grade A⁺ and CGPA 3.51by NAAC****CBCS with OBE****DEPARTMENT OF COMMERCE- UG****CERTIFICATE COURSE****Financial Accounting using Tally****COURSE STRUCTURE****(w.e.f 2022 – 2023 Batch Onwards)****Contact Hours: 90 Hrs****Credit : 2**

S.No	Semester	Subject code	Title of the Paper
1	I & II	22COMC	Theory – Financial Accounting using Tally
2	I & II	22COMCP	Practical - Lab in Financial Accounting using Tally

Semester	Sub code	Title of the Paper	Exam duration (Hrs)	Maximum Marks		
				CA	SE	TOTAL
I & II	22COMC	Financial Accounting using Tally	3	25	75	100
I & II	22COMCP	Lab in Financial Accounting using Tally	3	40	60	100

Objectives:

1. To study basic features of Accounting using Tally.
2. To give a practical knowledge on accounting through computers.

UNIT: I

Principles of Accounting – Accounting Concepts & Conventions- Journal-Ledger-Trail balance-Final accounts – Introduction to Tally – Features of Tally – Tally start up screen- Tally screen components – Maintaining company details.

UNIT: II

Chart of Accounts – Hierarchy of account groups & Ledgers – A/C groups of balance sheet – A/c groups of profit & Loss account – Introduction to F11 features – F12configuration – Voucher Entry

UNIT: III

Bank Reconciliation statement - Reconciliation process - Bank Reconciliation configuration – Financial reports in Tally – Balance Sheet – Profit & Loss A/c – Trial Balance –A/c Books – List of A/c – Day Book.

UNIT: IV

Company set up for cost centre operation-chart of cost centre-cost centre creation-cost categories-cost analysis report-Account group break up-Ledger break up

UNIT: V

Cash flow- Fund flow-Details of Inflow and Outflow statement.

Text Book:

Learning Tally ERP 9 (2010), Volume 1-5, Tally India Pvt ltd, India

Reference Books:

1. Ashok K.Nadhani, Kisor K.Nadhani (2008) Simple Tally 9, BPB Publications, New Delhi .
2. Nellai Kannan .C (2008),Tally (Version 9) , Nels Publications, India
3. Dinesh Maidasani (2009.),Tally 9.0,Firewall Media Laxmi Publications,New Delhi,
4. Asok K.Nadhani & Kisor K.Nadhani,(2010.) Implementing Tally 9 , BPB Publications, New Delhi ,
5. PalaniVel .S,(2010.)Tally , Margham Publications, Chennai,

LIST OF PROGRAMS

1. Maintaining Company details
2. Creation of groups, sub groups & Ledgers
3. Preparation of Trial Balance
4. Preparation of Profit & Loss A/c & Balance Sheet
5. Preparation of A/c Books
6. Preparation of cost centre Report
7. Preparation of cash/Fund flow summary Report
8. Preparation of BRS