

E.M.G. YADAVA WOMEN'S COLLEGE, MADURAI -14.

(An Autonomous Institution – Affiliated to Madurai Kamaraj University)

Re –accredited (3rd cycle) with Grade A⁺ & CGPA 3.51 by NAAC

DEPARTMENT OF COMMERCE

(w.e.f. 2017-2018 Onwards)

Career Oriented Add on Course in Computerized Accounting

CERTIFICATE COURSE – Duration 90 hours

Sl.No	Sub. Code	Title of the Paper	Exam duration	Max. Marks
1.	17CC1	Financial Accounting using Tally	3	75
2.	17CCP	Tally Practicals – I	3	75

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CERTIFICATE COURSE

PAPER-I FINANCIAL ACCOUNTING USING TALLY

Sub Code:17CC1

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 – F12 configuration – 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, Volume 1-5, Tally India Pvt ltd, India, 2010

Reference Books:

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

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CERTIFICATE COURSE
PAPER-II TALLY PRACTICALS I
Sub Code: 17CCP

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