



VSPM Academy Of Higher Education
ARVINDBABU DESHMUKH MAHAVIDYALAYA, BHARSINGI
Tah. Narkhed, Distt.- Nagpur- 441305
(M.S.)



Department of Commerce

Name of Course: Tally 9.00 ERP

Department of commerce conducted Tally 9.00 ERP course for the students of B.Com from the academic session 2018-19. This course were conducted in collaboration with Pride computers Katol. The students are get the opportunity to learn some practical knowledge, to enhance their skill.

Duration of this is three months. Regular classes were taken of this course. The students were evaluated through hundreds marks test, separation of marks in two part, fifty marks for practical and fifty marks for theory program.

OBJECTIVES:

- To introduce the students to the Basic of Accounts and the usage of Tally for accounting purpose, to get the knowledge of following topics;
- Sales, inventory and purchase management.
- Integrated payroll management.
- Access and security control.
- Statutory compliance.
- GST invoicing.
- Budgets and scenario management
- Payroll accounting
- Business forecasting.



Duration of course : 30 Hrs.

Course structure : Theory and Practical

Eligibility for admission : H.S.C. or equivalent qualification

Sr.No	Paper	Name of subject	Teaching hours	Maximum marks allotted			Passing		
				External	Internal	Total	External	Internal	Total
1	Paper I	Theory	30hrs	80	20	100	32	08	40
2	Paper II	Practical		80	20	100	32	08	40

SYLLABUS OF TALLY. ERP 9.0

- WHAT IS ACCOUNTING
- ACCOUNT BASIC
- TYPES OF ACCOUNT IN TALLY
- PERSONAL ACCOUNTS
- REAL ACCOUNT
- NOMINAL ACCOUNT
- RULES OF ACCOUNT
- CREATING COMPANY IN TALLY
- LEDGER & GROUP IN TALLY
- CREATING LEDGER IN TALLY
- ALTERING LEDGER & GROUP IN TALLY
- TYPES OF VOUCHER IN TALLY
- CONTRA VOUCHER IN TALLY
- RECEIPT VOUCHER IN TALLY
- PAYMENT VOUCHER IN TALLY
- JOURNAL VOUCHER
- SALES
- PURCHASE MEMO
- VOUCHER CREATION IN TALLY
- RULES OF ENTERING VOUCHER, DISPLAY OF LEDGER & GROUP
- DISPLAY & ALTERING REPORTS IN TALLY
- LIST OF LEDGER IN TALLY
- CASH BOOK IN TALLY
- BANK BOOK
- PURCHASE BOOK IN TALLY
- SALE BOOK
- JOURNAL BOOK IN TALLY
- FINALIZATION OF ACCOUNTS IN TALLY
- TRADING A/C
- PROFIT&LOSS A/C
- BALANCE SHEET
- VAT
- PRINTING IN TALLY