

Vimal Tarmal Poddar Commerce College

*** Basic Accounting, Tally ERP 9 & Tally Prime ***

DURATION :	40 Hours (Theory + Practical)
ELIGIBILITY:	After 12 th (Commerce)
OBJECTIVE OF THE PROGRAM	This course is designed to impart knowledge regarding concepts of Financial Accounting Tally is an accounting package which is used for learning to maintain accounts. As this course is useful for Commerce students to get placements in different offices as well as companies in Accounts departments.
PROGRAM OUTCOME:	1. It will prepare the aspiring students to become computer programmers who can work in companies at entry level and can also work independently.
MEDIUM OF INSTRUCTION:	English, Hindi.

*** SYLLABUS CONTENTS ***

ACCOUNTING	
BASIC ACCOUNTING.	. Tally introduction features of Tally.ERP company creation 11 features & f12 configurations
ACCOUNTING CREATION	1. Group Creation <ul style="list-style-type: none"> • Single Group • Multiple Group 2. Ledger Creation <ul style="list-style-type: none"> • Single Ledger • Multiple Ledger
INVENTORY CREATION	1. Unit of Measure 2. Stock Item Create 3. Stock Group Create 4. F11-Godown Create 5. F11-Stock Categories Create
ACCOUNTING VOUCHERS	1. Purchase 2. Sale 3. Payment 4. Receipt 5. F11-Credit Note-Sale Return 6. F11-Debit Note-Purchase Return 7. Journal 8. Contra

INVENTORY VOUCHER	<ol style="list-style-type: none"> 1. Stock Transfer 2. Purchase Order 3. Sale Order 4. Reject In 5. Reject Out
TAXATION	<ol style="list-style-type: none"> 1. G.S.T. (Goods and Service Tax) 2. T.D.S. (Tax Deducted Source)
REPORTS	<ol style="list-style-type: none"> 1. Balance Sheet 2. Profit & Loss A/C 3. Stock Summary and Maintain 4. Display

*** EXTRA PRATICE OF**

1. TEXTILE ACCOUNTING

2. DIAMOND ACCOUCTING

TIME DURATION- 40 HOURS

1:00 HOUR PER DAY

<u>COURSE</u>	<u>TOTAL DAYS</u>	<u>THEORY HOURS</u>	<u>PRACTICAL HOURS</u>
TALLY ERP 9 + PRIME	28 DAYS	14-16 HOURS	26-28 HOURS