Aggarwal College Ballabgarh

A Post Graduate Co-educational College
(Affiliated to M. D. University, Rohtak)
NAAC Accredited 'A' Grade (CGPA: 3.40)

Certificate Course in Computerized Financial Accounting Using Tally ERP 9, level 1

Objective

This Course enables the learner to introduce accounting on computers Using Tally ERP 9.

Benefit

After completing this course, the learner acquires necessary knowledge & Skills required for effectively manage accounting & inventory.

Duration

52 Hours

Examination

Paper	Title of the paper
Paper-1	Introduction of Accounting
Paper-2	Fundamentals of Tally ERP 9

Course contents & Syllabus

Introduction of Accounting – Paper 1

- Fundamentals of Accounting

    o Understand the meaning of accounting
    o Identify the importance of accounting
    o Identify the terms used in accounting
    o Understand the accounting assumptions, concepts and principles
    o Identify the types of accounts
    o Learn and follow the golden rules of accounting
    o Understand the double entry system of accounting

- Journalizing and Posting of Transactions

    o Classify transactions according to their nature
    o Learn about subsidiary book and control accounts
    o Learn about trial balance

- o Learn about trading and profit & loss account
- o Match balance sheet
- Maintaining Chart of Accounts in Tally.ERP9

  - o Gain knowledge about computerized accounting
  - o Create a company
  - o Select and shut a company
  - o Set companies chart of accounts by creating ledgers and groups
  - o Display the company chart of accounts
- Fundamental of Inventory Management

  - o Understand the meaning of inventory
  - o Learn about inventory management
  - o Identify the terms used in inventory management
  - o Identify different types of inventory valuation
- Stock Keeping Units

  - o Create stock groups
  - o Create units of measure
  - o Create stock items and godowns
  - o Define stock opening balance
- Recording of Day to Day Transactions

  - o Record contra vouchers
  - o Record payment and receipt vouchers
  - o Record sales and purchase vouchers
  - o Record credit note and debit note vouchers
  - o Record journal and optional vouchers
  - o Record memorandum voucher
  - o Record inventory vouchers
  - o Record stock transfers
- Accounts Receivable and Payable Management

  - o Maintain party-wise bill details in Tally .ERP9
  - o Keep track of receivable and payables
  - o Set-off bills using the different methods of adjustment
  - o Make partial and full payment entries
  - o Record credit transactions
  - o Manage outstanding credit limits
  - o Manage performance of debtors
  - o

Fundamentals of Tally ERP 9 – Paper 2

- Banking

  - o Configure cheque printing
  - o Manage cheque in Tally.ERP9
  - o Print cash and cheque deposits slips
  - o Print payment advice

- o Perform bank reconciliation
- o Record post-dated cheque
- o Activate auto bank reconciliation
- o Activate auto bank reconciliation in Tally.ERP9
- o Manage E-payments in Tally.ERP9
- o Check e-payments reports
- Incomes

  - o Create and maintain the cost categories
  - o View reports relating to cost centres and cost categories
  - o Create and maintain cost centres class
  - o Generate reports related to cost centre and categories
- MIS Reports

  - o Identify and list the purpose of different MIS reports
  - o Generate MIS reports in Tally .ERP9
  - o Customize and analyse MIS reports in Tally .ERP9
- Storage and Classification of Inventory

  - o Learn to manage godowns
  - o Create and store inventories in godowns
  - o Record purchase and sales vouchers with godowns
  - o Identify stock categories
  - o Maintain summary reports
  - o Create and maintain batch-wise details
  - o Record transaction by honouring the expiry date of batches
- Management of Purchase and Sales Cycle

  - o Handle complete sales and purchase order processing
  - o View order details and outstanding reports
  - o Close orders due to cancellation, lack of stocks of return of goods etc
- Price Levels and Price Lists

  - o Create and maintain price levels and price lists
  - o Use price lists while passing invoice
- Manufacturing Process

  - o Understand manufacturing process
  - o Create manufacturing journal voucher
  - o Record stock journal vouchers
  - o Check reports like cost estimation and transfer analysis

Certification
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