

COURSE DETAILS

Certificate Course on Tally. ERP9 & Office Automation

Course Provider :

Department of Commerce

SRMV CAS (Unaided Wing)

Coimbatore -20

ELIGIBILITY

Candidates of 1st year B.Com

Objectives:

- ❖ Certificate in Tally ERP 9 & Office Automation course will give to the right skill set that will help with ease.
- ❖ This course will equip students with in-depth and expert knowledge of Tally course with GST.

Course Fee: 3,000/-

Total Duration: 100 Hours

Principal

Dr.V.Ponnuswamy

Director

Dr.R.Sridhar

Head of the Department

Dr.A.Balagurusamy

Coordinator

S.Balamurugan

GENERAL INSTRUCTIONS

- Classes will be conducted out of the regular hours
- Minimum attendance of 75% is compulsory for appearing in examination
- Exam will be conduct by online mode

Contact

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**SRI RAMAKRISHNA MISSION VIDYALAYA
COLLEGE OF ARTS AND SCIENCE
(AUTONOMOUS) COIMBATORE - 641 020.**

(An Autonomous College Affiliated to Bharathiar University &
Reaccredited by NAAC with 'A' Grade)

DEPARTMENT OF COMMERCE

VALUE ADDED COURSE

TALLY. ERP 9

&

OFFICE AUTOMATION

2018 - 2019 onwards

Tally

POWER OF SIMPLICITY

Tally.ERP 9 - Syllabus

Fundamentals Of Accounting

Introduction - Accounting Terms – Accounting assumptions - Double Entry System Of Accounting -
Types Of Accounts - Golden Rules Of Accounting - Source Documents For Accounting

Journalizing and Posting Of Transactions

Introduction - Recording Of Business Transactions – Ledger - Trial Balance - Subsidiary Books &
Control Accounts - Financial Statements

Maintaining Chart Of Accounts In Tally ERP.9

Introduction - Company Creation - Company Features And Configurations -Chart Of Accounts -
Ledger Creation - Group Creation

Fundamentals Of Inventory Management

Introduction - Inventory Management - Terms Used In Inventory Management - Inventory Valuation -
Inventory Management In Tally ERP.9

Stock Keeping Units

Introduction - Inventory Masters In Tally ERP.9 - Creating Inventory Masters – Stock Group, Stock
Category, Stock Items, Unit of Measurement; Alternative Measurement

Recording Of Day-To Day Transactions

Introduction - Business Transactions - Accounting Vouchers - Creation Of New Voucher Type -
Automation Of Invoices (Voucher Classes) – Recording Provisional Entries - Recording Inventory
Vouchers

Non Accounting Vouchers*

Need for Non-Accounting Vouchers – Activation – Memorandum Voucher, Optional Voucher, Post Dated Voucher

Accounts Receivable And Payable Management

Introduction - Accounts Payable And Receivable - Maintaining Bill-Wise Details - Activation Of Maintaining Bill-Wise Details Feature - New Reference - Against Reference - Advance Reference - On Account - Credit Limit - Payment Performance Of Debtors - Changing The Financial Year In Tally ERP.9

Banking

Introduction - Banking Payments - Setting Up Banking Features - Cheque Management - Bank Reconciliation - Deposit Slip - Payment Advice - Managing Of Post-Dated Cheques - Notional Bank - Post-Dated Report - Handling E-Payments In Tally ERP.9 - Updating The Bank Details Instantly In Tally ERP.9

Allocation And Tracking Of Expenses And Incomes

Introduction - Cost Centres And Cost Categories - Automation Of Cost Centres And Cost Categories While Recording Transactions - Cost Centre Reports

MIS Reports

Introduction - Advantages Of Management Information Systems - Types Of MIS Reports In Tally ERP.9 - MIS Reports In Tally ERP.9

Storage And Classification Of Inventory

Introduction - Godown Management - Stock Category - Movement Of Goods In Batches/Lots - Batch Wise Details - Stock Valuation Methods

Management Of Purchase And Sales Cycle

Introduction - Purchase Order Processing - Sales Order Processing - Viewing Order Details - Display Columnar Orders & Stock Details - Sales Order Outstanding - Pre-Closure Of Order - Reorder Level - Display Reorder Status

Price Levels And Price Lists

Introduction - Activating Price Lists And Defining Of Price Levels - Revise Price List

Manufacturing Process

Introduction - Activating Of Bill Of Materials - Auto Listing Of Components Using Bill Of Materials
- Accounting Of Manufacturing Process In Tally ERP 9 - Transferring Of Manufactured Goods From
Storehouse To Showroom - Reports

Introduction to GST*

Indian Taxation Act for existing Tax system, Need for GST, Taxes Subsumed under GST,
Exemptions, Tax Structure in GST

Getting Started With GST in Tally.ERP 9*

Introduction - Enabling GST And Defining Tax Details - Transferring Input Tax Credit To GST -
Intrastate Supply Of Goods - Interstate Supply Of Goods - Return Of Goods - Supplies Inclusive Of
Tax - Defining Tax Rates At Master And Transaction Levels - GST Reports - Input Tax Credit Set
Off - GST Tax Payment - Exporting GSTR-1 Return And Uploading In GST Portal - Recording
Advanced Entries - Accounting Reverse Charge Under GST - Accounting Of Supply Of Services -
Accounting Exempted Services

Tax Deducted At Source

Introduction - Basic Concepts Of TDS - TDS Process - TDS In Tally ERP.9 - Activation Of TDS
Feature In Tally ERP.9 - TDS Statutory Masters - Configuring TDS At Group Level - Configuring
TDS At Ledger Level - Booking Of Expenses In Purchase Voucher - Recording Transactions - TDS
Reports

Securing Financial Information

Introduction - Security Control - Activation Of Security Control And Creation Of Security Levels In
Tally Erp9 - Accessing The Company With Data Operator's user Account - Password Policy - Tally
Vault Password

Data Management And Financial Year End Process

Introduction - Backup And Restore - Export And Import Of Data - Exporting And Importing Of Data
From One Company To Another In Xml Format - Exporting Of Data In Other Available Formats - E-
Mailing In Tally Erp9 - Printing Reports - Managing Of Data During Financial Year End Process.

Payroll Processing*

Introduction – Activation – Creation of Payroll Masters – Units, Attendance/Production, Pay Head, Employee Group, Employee master, Salary Details – Recording Payroll Vouchers – Attendance Voucher, Payroll Voucher – Manual Calculation, Auto fill Option – Payment Advice – Statutory Compliance – ESI, EPF, Application of ESI and EPF in Tally.ERP 9 – Advanced payroll transactions – Enabling Income Tax in Tally.ERP 9, Creation of Income Tax related Masters, Generating Salary after deduction of TDS – Payroll Reports

***Add on topics included in the syllabus from this year onwards.**

Tally.ERP 9 - Syllabus

Office Automation Syllabus

Windows

- Parts of a Computer and its Functions
- Different drives in the system
- Creation of Folders & Subfolders
- Rename a Folder
- Open any application, edit & save

MS Word

- Components of MS Word home screen
- Use various functions in MS Word
 - » Save and Save As
 - » Print Preview
 - » Cut Copy & Paste
 - » Undo & Redo
 - » Format Painter
 - » Bold, Italics & Underline
 - » Change Font Style
 - » Change Font Size
 - » Change Case
 - » Bullets & Numbering
 - » Text Alignment
 - » Line Spacing
 - » Find & Replace
 - » Insert – Table, Picture, Clip Art, Shapes & Smart Art
 - » Header & Footer
 - » Drop Cap
 - » Word Art
 - » Page Setup

- » Watermark
- » Page Borders
- » Indentation
- » Word Count
- » Spell Check & Grammar
- » Thesaurus
- » Keyboard shortcuts for functions

MS Excel

- Components of MS Excel home screen
- Difference between Worksheet and Workbook
- Inserting new worksheet
- Use various functions in MS Excel
 - » Cell
 - » Row
 - » Column
 - » Formula
 - » Function
 - » Insert Chart for data
 - » Chart sheet
 - » Sheet Tabs – Renaming
 - » Edit data in Cell
 - » Fill Handle
 - » Formatting Rows and Columns – width & Height
 - » Hide & Unhide
 - » Borders
 - » Formula – addition, subtraction, multiplication & division
 - » Function – Sum, Average, Date, If

MS PowerPoint

- Components of MS PowerPoint home screen
- Use various features in MS PowerPoint
 - » Inserting a new slide
 - » Types of Slides
 - » Views – Normal, Slide Sorter, Notes Page & Slide Show
 - » Slide Background format
 - » Text Format
 - » Insert – Picture, Clip Art, Table or Movie Clip
 - » Slide Design
 - » Slide Transition
 - » Text Animation
 - » Rearranging Slides
 - » PowerPoint Presentation