**SYLLABUS OF PROGRAMME & ASSESSMENT PROCEDURE**

**CERTIFICATE COURSE ON**

**‘ACCOUNTING WITH TALLY.ERP 9’**

**COURSE DESCRIPTION**

ERP 9 is one of the most popular accounting software used in India. It is complete enterprise software for small and medium enterprises. Tally.ERP 9 is a perfect business management solution and GST software with an ideal combination of function, control, and in-built customizability.

Job opportunities in accounting field are increasing tremendously. From this course student will learn to create company, enter accounting voucher entries including advance voucher entries, do reconcile bank statement, do accrual adjustments, and also print financial statements. The aim of this is to provide the student with a course that ensure job prospects regardless of the degree course taken by the students.

**COMCC03 ACCOUNTING WITH TALLY.ERP 9**

Credit: 1 Course Duration: 30 hrs.

**OBJECTIVES:**

The students will be able to:

1. To enable the students to acquire basic knowledge in the computerized accounting systems and its applications in the area of business.
2. To introduce the students to basic accounts and the usage of tally for accounting purpose.

**COURSE OUTCOME:**

CO1 : To help students to work with well-known accounting software i.e.,

Tally ERP.9

CO2 : Students will learn to create company, enter accounting vouchers and

print financial statements.

CO3 : Develop the students use the tally software, that helps to prepare

accounting, payroll, billing, sales and profit analysis, auditing banking inventory, taxation etc.

**Unit 1:** Accounting with Tally : Introduction to Tally - Tally interface – f11 features - fl2 configuration - Company creation - Accounting groups - Accounting ledgers - Accounting vouchers

(6 hrs)

**Unit 2:** Inventory Management with Tally - Stock groups - Stock items - Stock category -Unit of measures - Godown inventory vouchers (Pure inventory and inventory vouchers).

(5 hrs)

**Unit 3:** Integration of Accounting with Inventory : Bill wise details - Invoicing - Voucher entry -Cost centre - Cost category - Budget and control - Bank reconciliation - Interest calculation – Order Processing - Stock valuation methods - Reorder levels - Tracking numbers - Bill of material - Inventory ageing (9 hrs)

**Unit 4:** Accounting and Inventory Reports - Trading, Profit and loss A/c - Balance Sheet -Ledgers - Cost centre and budget reports - Cash book and bank book - Inventory reports - Decision supporting tools - Ratio analysis - Cash flows - Fund flow - Budgeting system - Printing of reports - Voucher and bill printing etc.

(10 hrs)

**REFERENCE**

1. A.K. Nadhani and K.K. Nadhani,Implementing Tally 6.3, 1/e BPB Publications, New Delhi.
2. Namrata Agarwal, Tally 6.3 , 2004 Edition , Dream Tech., New Delhi.
3. Sridharan,,Narmadha Publications, May 2003.

**STRATEGIES FOR INSTRUCTION**

* Both online (40%) and offline (60%) classes
* Platform: Google meet
* Practical Record

**EVALUATION & GRADING**

**SCHEME OF EVALUATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **METHOD OF EVALUATION** | | | |
| **Assessment Methods** | **Criteria** | **Marks** | **Weightage** |
| Formative Assessment (FA) | Attendance | 4 | 25% |
| Assignment/Project/Practical Records/Reports | 6 |
| Summative Assessment (SA)\* | Practical Examination | 30 | 75% |
| **Total** | | **40** | **100** |

**ATTENDANCE**

|  |  |
| --- | --- |
| **Attendance** | **Marks** |
| 90-100% | 4 |
| 85-89.9% | 3 |
| 80-84.9% | 2 |
| 75-79.9 | 1 |
| <75% | 0 |

**GRADING POLICY**

|  |  |
| --- | --- |
| **Grade** | **Percentage of total marks (FA+SA)** |
| A | 80% & above |
| B | 60-79.9% |
| C | 50-59.9% |
| D | 40-49.9% |
| **Not qualified** | **<40%** |

**MODEL QUESTION PAPER**

**KAHM UNITY WOMEN’S COLLEGE, MANJERI**

**PG DEPARTMENT OF COMMERCE**

**Certificate Course Exam, Mrach 2022**

**COMCC03 ACCOUNTING WITH TALLY.ERP 9**

**Practical Examination**

**Time: 1 Hour Max Marks: 30**

1. **Prepare Day Book**

* A started business with Rs.50,000
* Opens bank account, depositing Rs.20,000
* Bought furniture Rs.5,000
* Bought machinery Rs.10,000
* Purchased goods for Rs.14,000
* Sold goods Rs.8000
* Purchased goods from Malhotra Rs.11,000
* Paid telephone rent by cheque Rs.5,00
* Purchased typewriter Rs.2100 from Universal company on credit
* Sold goods to Kesav on credit Rs.12,000
* Sold goods to Rajesh Rs.2,000 cash
* Amount withdrawn from bank for personal use Rs.1,500
* Received cash from Kesav and discount allowed Rs.100
* Paid into the bank Rs.5,800
* Brokerage charges Rs.20
* Issued a cheque Rs.1,000 to pay rent
* Paid salary Rs.2,500
* Travelling expenses Rs.2,000

1. **Prepare Profits and Loss Account and Balance Sheet**

* Karthik commence business Rs.20,000
* Paid into bank Rs.500
* Purchased the plant Rs.10,000 from Maruti & Co.
* Purchased goods Rs. 5000 from Anwar
* Goods sold to Arun Rs.4000
* Sold goods for cash Rs. 2000
* Paid rent Rs.250
* Withdrawn from bank for official purpose Rs. 2500
* Paid salaries Rs.1800
* Withdrawn for personal purpose from the bank Rs.250
* Paid for office furniture Rs.1500 by cheque
* Received Rs.3900 cash from Arun in full settlement
* Paid to Anwar on account full settlement Rs. 4800

1. **Prepare Profit and Loss Account and Balance Sheet**

In the books of Mahin Ltd.

* Mahin Ltd. started business with Rs. 2,50,000
* Deposited into Canara Bank Rs. 50,000
* Purchased the following goods for cash

10 number of mouse at Rs. 500

10 number of keyboard at Rs. 750

10 number of RAM at Rs. 2000

* Received Commission Rs. 4000
* Transferred Rs. 10,000 from Canara Bank to SBI
* Sold the following goods for cash

10 number of mouse at Rs. 500

10 number of keyboard at Rs. 800

10 number of RAM at Rs. 2300

* Purchased furniture for Rs. 50,00
* Purchased the following goods from Hard and Soft

15 number of DVD player at Rs. 3000

15 number of VCD at Rs. 2500

15 number of stabilizer at Rs. 3000

* Return goods to Hard and Soft - 2 number of VCD, 1 number of stabilizer
* Sold goods to Bluechip

13 number of DVD player at Rs. 3500

12 number of VCD at Rs. 3000

12 number of stabilizer at Rs. 3500

* Paid cash to Hard and Soft and received 3% discount
* Received cash from Bluechip and allowed 2% discount

1. **Prepare the cost category summary**

Monalisa Industries has 3 departments named production, finance and marketing. Allocate following expenses among three departments for the month of April 2021

* Salary to staff Rs.20,000 (Production Rs.10,000, Finance Rs.4,000 and Marketing Rs.6,000)
* Rent Rs.15,000 (Production Rs.7,000, Finance Rs.3,000 and Marketing Rs.5,000)
* Electricity bill Rs.1300 (Production Rs.8,00, Finance Rs.200 and Marketing Rs.300)

1. **Prepare Profit and Loss Account and Balance Sheet**

In the books of SBC limited

* SBC started business with a capital of Rs. 50,000
* Bought furniture at Rs. 2000
* Cash to State Bank of India Rs. 15,000
* Bought goods from KKD and Sons at Rs. 7500
* Sold goods to TKM & Sons Rs. 1500
* Cash sales Rs. 2500
* Returned goods to KKD & Sons Rs. 700
* Sold goods to TVM & Sons Rs. 700
* Cash purchase at Rs. 900
* Sold to APL & Sons at Rs. 700
* Received cash from EKM & Sons at Rs. 1400 and Rs. 100 as discount allowed
* Returned goods from TVM & Sons at Rs. 200
* Paid salary Rs. 225
* Paid cash to KKD & Sons Rs. 5000
* Purchased stationary Rs. 15
* Returned goods to KKD & Sons Rs. 1000
* Paid telephone charges Rs. 250
* Withdraw for personal use Rs. 500
* Deposited in SBI account Rs. 700
* Paid rent Rs. 200