



## **Tally ERP 9**

**Department of Commerce**      **Course Coordinators:** Mr Anishmon K A, Binu Antony

Fee: 3500

Duration: 72 Hours

Student Intake: 100

**Objectives of the Course:** To meet the demand for trained and professional accounting professionals in India. Give candidates the necessary skills to assess their own competence in carrying out a range of day-to-day computerized accounting routines and activities. Ensure an enhanced understanding of financial record keeping and computerized accounting using Tally ERP software.

### **Outcome:**

The successful completion of this course will impart the basic computer skills to the students. Students will also be able to manage accounts manually and do computerised accounts in tally. This will course will help them to prepare final reports in accounting manually and over software

### **Content**

#### **Module 1 - Computer Basics**

Understanding computers - Understanding Functional units - Understanding Window - GUI and OS- Understanding Files, folders and structure.

#### **Module 2 - Manual Accounting**

Understanding Fundamentals of Accounting - Rules of Accounting - Enter Transaction in Primary Book – Journal - Ledger Posting - Trail Balance preparations - Final Accounts Preparation - Adjustment Entries.

#### **Module 3 - Tally ERP 9**

Introduction Software Tally - Creation, Alteration and Deletion of Accounting & Inventory Masters - Transaction through vouchers - Purchase / sales management - Order management - Tally Accounting features - Tally Inventory features - Statutory and Taxations - Tally configuration - Import/Export and Backup/Restore – Reports.