ADD-ON COURSE

Course Name: Certificate Course on Tally

The department of Computer Application introduced the Add-on Course on "Certificate Course on Tally" in the year 2022.

Duration of the course: 3 months

Eligibility: 10+2 pass

Objectives of the Course:

The course aims to provide basic knowledge of

➢ Accountancy, classification of accounts, rules of debit and credit, Journal, ledger etc.

➢ Installation of Tally and how to work in Tally

➢ Company creation

➢ Creation of Groups, Ledgers and Vouchers

➢ Preparation of Reports – Balance sheet, statement of profit and loss

Course Outcome:

After completion of the course students will be able to

➢ Understand and Work on financial Accounting system

➢ Maintain accounts using Tally

➢ Prepare profit and loss statements and final reports of accounts.

Syllabus
Certificate Course on Tally
Course Duration: 3 Months

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1. Meaning of Accountancy, GAAP, transaction, Classification of accounts , Rules of debit & credit, journal, ledger, Financial statement , accounting standard

2. Installation of Tally

   i. How to start tally

   ii. Gateway of Tally

3. How to working on Tally

    i. Company Creation

    ii. Chart of Accounts

    iii. Accounts Groups of Balance Sheet

    iv. Accounts group of Profit and Loss Account

4. Accounts Information

    i. Creation of Group, Ledgers, Vouchers

    ii. Vouchers Entries

    iii. Accounting Vouchers

5. Reports

    i. Balance Sheet

    ii. Statement of Profit and Loss

    iii. Stock Summery

    iv. Display Menu

    v. Fund Flow Statement

    vi. Cash Flow Statement