

TallyACE



CHRIST

COLLEGE (AUTONOMOUS)
IRINJALAKUDA
Recognized by NAAC with A grade

COURSE CODE

NAME OF THE COURSE

CPCC21

TALLY ACE

OFFERED BY

Commerce SF

COURSE COORDINATOR

Ms. Shiny A. O
Commerce SF

ABOUT COLLEGE

Chirst College (Autonomous), Irinjalakuda established in the year 1956 by CMI fathers has always been a place where young generations are moulded towards a bright future. College has excellent infrastructure, with state of the art laboratories, seminar rooms and lecture halls. The campus is Wi-Fi enabled. Presently Collge is house for 4500+ students, 200 teaching staff and 45 supporting staff. The strength of the College lies in its hardworking and tech savvy teachers who are eager to involve in all matters of students. The lush green campus with gardens and open gym is moving towards the next phase on education both offline and online.

LEARNING OUTCOMES

1. Students acquire required skill and can also be employed as tally data entry operator.
2. To acquire the knowledge of innovating accounting in tally ERP9.in the related areas of commerce.
3. Be capable of doing GST files and GST reports in the competitive world.

COURSE MODULE

Module I: Fundamentals of accounting

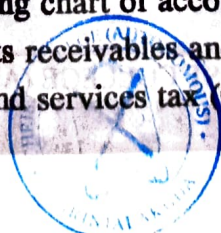
Module II: Maintaining chart of accounts in tally ERP

Module III: Accounts receivables and payables management

Module IV: Goods and services tax (GST)

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Christ College (Autonomous)
Irinjalakuda



SYLLABUS

Module 1. Fundamentals of accounting—Concepts – convention—Double entry system of accounting—types of accounts—golden rules of accounting—sources documents—recording of business transaction in journal and ledger---preparation of final accounts.

Module. 2. Maintaining chart of accounts in tally ERP—maintaining stock keeping units (SKU) ---Recording Day to day transactions in tally ERP-9 ---Stock category report.

Module. 3. Accounts receivables and payables management ---MS report ---advantages of MIS---Trial balance ---P/L a/c—cash flow statement ---Ratio analysis—Books and records.

Module. 4. Goods and services tax (GST)---Recording vouchers with tax deducted at source (TDS) ---Supply---Return of goods –GST reports---tax payment---Recording vouchers with TDS—TDS report.