

# TallyACE



**CHRIST**  
COLLEGE (AUTONOMOUS)  
IRINJALAKUDA, KERALA  
Reaccredited by NAAC with 'A' grade

**COURSE CODE**

**NAME OF THE COURSE**

CPCC21

**TALLY ACE**

**OFFERED BY**

Commerce SF

**ABOUT COLLEGE**

Christ 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 College is home 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.

**COURSE COORDINATOR**

Ms. Shiny A. O  
Commerce SF

**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)

## 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.

