

## Syllabus of tally ACE

### **Outcome:**

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.

**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.