

MRSPTU SKILL CERTIFICATE COURSE IN TALLY BATCH 2022 ONWARDS

Time Duration – 6 Months

Eligibility - 10+2 pass in any stream from recognized board with minimum 50 % marks

Course Objectives

- To impart knowledge regarding concepts of Financial Accounting through Tally which is an accounting package used for maintaining accounts.
- To help students to work with well-known accounting software i.e. Tally ERP.9.
- To make students capable to create company, enter accounting voucher entries including advance voucher entries, reconcile bank statement, do accrual adjustments, and also print financial statements, etc. in Tally ERP.9 software.
- To make students ready with required skill for employability in the job market by imparting theoretical programs as well as continuous practice.

Study Scheme

SEMESTER I st		Contact Hrs.			Max Marks		Total	Credits
Subject Code	Subject Name	L	T	P	Int.	Ext.		
CTALSI-101	Fundamental of Financial Accounting	4	-	-	40	60	100	4
CTALSI-102	Fundamental Computerized Accounting System	4	-	-	40	60	100	4
CTALSI-103	Advanced Computerized Accounting System	4	-	-	40	60	100	4
CTALSI-104	Computerized Accounting Lab	0	0	4*	60	40	100	2
Total		12	-	4	180	220	400	14

***Note:- 2 labs of 2 hours each.**

FUNDAMENTALS OF FINANCIAL ACCOUNTING

Subject Code: CTALSI-101

L T P C

Duration – 60 Hrs

4 0 0 4

Course Objectives

The main aim of this course is:

1. To provide an understanding of the basic principles of accounting and their application in business.
2. To make the student familiar with generally accepted accounting principles of financial accounting.
3. To study applications of accounting principles in business organizations excluding corporate entities.

Course Outcome

After competing this course, the students will be able to:

1. Define bookkeeping and elements of financial accounting
2. Understand the tools and techniques of financial accounting
3. Find various errors and issues in financial statements of business
4. Use accounting information for finding business solution of various types of organizations

UNIT-I (15 Hrs)

Introduction to Accounting: Meaning, Objectives, Basic Accounting Terms.

Accounting Principles: Meaning and Nature, Accounting Concepts, Bases of Accounting, Nature of Accounts, Origin of Transactions Source Documents and Vouchers Accounting Equations

Rules of Debit and Credit Recording of Transactions: Book of Original Entry-Journal, Ledger Posting from Journal and Ledger Balancing, Subsidiary Books

UNIT-II (15 Hrs)

Trial Balance: Meaning, Objectives and Preparations of Trial Balance, **Errors:** Types of Errors and Rectification of Errors,

Accounting for Depreciation: Meaning of Depreciation, Depletion and amortization, Objective and Methods of depreciation (Straight line, Diminishing Balance)

UNIT-III (15 Hrs)

Partnership Firm Accounting: Fundamentals, Admission, Retirement and Death of a partner (only an overview), Accounting for Dissolution of Partnership Firm: Dissolution of Partnership Firm including Insolvency of partners (excluding sale to a limited company), Gradual realization of assets and piecemeal payment of liabilities

UNIT-IV (15 Hrs)

Hire Purchase Accounting: Calculation of Interest, Partial and Full Repossession, profit Computation (Stock & Debtors System only), Accounting for Leases: Concept, Classification of leases (Simple practical problems), Accounting for Branches (excluding foreign branches)

Accounting for Non-Profit Organizations: Receipts and Payment Account, Preparation of Income and Expenditure Accounts and Balance Sheet from Receipts and Payment

Recommended Books

1. Mukherjee & Hanif, 'Fundamentals of Accounting', Tata McGraw Hill
2. Khatri, 'Financial Accounting', Tata McGraw Hill
3. Libby, 'Financial Accounting', Tata McGraw Hill
4. S.N. Maheshwari, 'An Introduction to Accountancy', Vikas Publication
5. Guruprasad Murthy, 'Financial Accounting', Himalaya Publishing

FUNDAMENTAL COMPUTERIZED ACCOUNTING SYSTEM

Subject Code: CTALSI-102

L T P C

Duration: 60 Hrs

4 0 0 4

Course Objectives

The main aim of this course is:

1. Demonstrate an understanding of accounting theory.
2. Apply accounting procedures using specialized computer accounting software.
3. Communicate effectively using standard accounting terminology.
4. Demonstrate an understanding of accounting reports and records.

Course Outcome

After competing this course, the students will be able to:

1. Learn the methods of maintaining records.
2. Distinguish between Single Entry and Double Entry.
3. Demonstrate an understanding of how to maintain a payroll register .This helps to understand how to maintain management related information, statutory forms and reports in the prescribed formats such as: Pay Slip, Payroll Statements, Attendance and Overtime Registers etc.
4. Learn to prepare Receipts & Payment Account, Income & Expenditure Account and Balance Sheet

UNIT- I (15 Hrs)

Office Automation: Accounts Basics-Understanding the Components of Computer, Classification of Software's - Challenges associated with accounting on computers and solutions there on –Software training to enhance employ ability -Growth of Tally. ERP

UNIT -II (15 Hrs)

Introduction to ERP9: Definition, Functions Salient Features of Tally. ERP 9 Company Creation, Ledger Creation with predefined Primary Groups, Predefined Sub Groups and New Sub Groups.

UNIT III (15 Hrs)

Business Bookkeeping: Accounting Concepts and Conventions -Double entry book-keeping Accounting Cycle: Journal, Ledger, Trial Balance, Final Accounts-Rectification of Errors –Suspense Account - Capital and Revenue Item - Final Accounts of Trading Concerns, Non-Trading concerns, Manufacturing Concerns, Service Organizations, Inventory Management-Analysis of Financial Statements with Ratio Analysis - Cash Flow Analysis and Funds Flow Analysis.

UNIT-IV (15 Hrs)

Inventory: Inventory Masters and Reports in Stock Summary and Statements of Inventory –Accounting Voucher Entries-Creation of additional voucher types, Simple classes in Accounting Vouchers, Inventory Voucher Entries-Using Various references in Bill wise Accounting for Trading and Non-Trading Accounts-Payment Performance of debtors, Bank Reconciliation Statement –Reporting and Printing-Office Documentation in MS Word 2007 and MS Excel 2007-GoogleDocs.

Suggestive Readings

1. ImplementingTally6.3–K.K. Nantheni
2. Tamil Naidu Vat & CST Tally. ERP 9-VishnuPriyaSingh
3. Comdex Tally. ERP 9 Course Kit with GST and MS Excel by Vikas Gupta
4. Tally.ERP9–Ashok K. Nandhini

ADVANCED COMPUTERIZED ACCOUNTING SYSTEM

Subject Code: CTALSI-103

**L T P C
4 0 0 4**

Duration: 60 Hrs

Course Objectives

The main aim of this course is:

1. Develop the skills necessary to do general ledger computer accounting for service, merchandising, nonprofit, and manufacturing businesses.
2. Complete exercises using accounts payable, accounts receivable, invoicing, payroll, inventory, and job cost systems.
3. Prepare financial statements and complete financial statement analysis.
4. Complete computer accounting projects that require designing service and merchandising businesses.

Course Outcome

After competing this course, the students will be able to:

1. To introduce the students to Basic of Accounts and the usage of Tally for accounting purpose.
2. To help students to work with well- known accounting software i.e., Tally ERP.9. Tally is an accounting package which is used for learning to maintain accounts.
3. Develop the students use the Tally software, that helps to prepare Accounting, Payroll, Billing, Sales and Profit Analysis, Auditing Banking Inventory, Taxation such as GST, VAT, TDS, TCS etc.
4. To create company, enter accounting voucher entries including advance voucher entries, do reconcile bank statement, do accrual adjustments, and also print financial statements, etc. in Tally ERP.9 software.

UNIT-I (15 Hrs)

Financial Management - Easy Recording by use of voucher classes, automatic accounting allocation, additional accounting allocation predefined voucher classes and default ledger allocation for invoicing - Cost allocation - Forex Management - Interest Calculation - Projections (Scenario management) and Planning (Budgeting) - Financial MIS – Purchase Order Processing - Sales Order Processing - Allocation of Additional Cost - Batchwise Accounting - Transactions at zero value - Actual and Billed quantity - Multiple prices for single item - Bills of Material - Manufacture of finished goods with by product / Co product / Scrap - Job Work - Company Logo Printing - Point of Sales - Consignment.

UNIT- II (15 Hrs)

Introduction to Goods Service Tax (GST): Concept of GST – Rate of GST – GST in other countries – Categories of GST other concepts. Start Using Tally. ERP 9 For GST Compliance - Setting Up GST Rates – Updating Party GSTIN- Creating GST Ledgers – Creating Income and Expense Ledgers – Recording Sale and Printing Invoices- Recording Purchases – Recording Tax payment – Transferring Tax Creditors of VAT-Excise and service tax to GST- Other Scenarios.

UNIT-III (15 Hrs)

Fill online ITR (Income Tax Return) download and filling forms - Fill online VAT- CST Return - Excise Return & Forms - Online service tax return -TCS, TDS return - Tax deducted at source (TDS)&TCS - Value added tax (VAT) - Central state tax (CST) – Payroll features of Tally

UNIT-IV (15 Hrs)

Backup & Restore - Split a company, export & Import of data - E-Capabilities (E-mail a report from tally. E.R.P9) -Uploading the reports generated from tally.E.R.P. 9 - Tally ODBC, Inward connectivity - Security controls - Tally Audit Feature - Tally Vault

Suggestive Readings

1. ImplementingTally6.3–K.K. Nantheni
2. Tamil Naidu Vat & CST Tally. ERP 9-VishnuPriyaSingh
3. Comdex Tally. ERP 9 Course Kit with GST and MS Excel by Vikas Gupta
4. Tally.ERP9–Ashok K. Nandhini

COMPUTERIZED ACCOUNTING LAB

Subject Code: CTALSI-104

**L T P C
0 0 4 2**

Duration: 60 Hrs

Course Objectives

The main aim of this course is:

1. Use the basic concepts of operating a microcomputer.
2. Use an accounting software package to create an accounting system
3. Use a spreadsheet software package to predict financial outcomes
4. Design spreadsheets to solve problems in the areas of financial and managerial accounting.

Course Outcome

After competing this course, the students will be able to:

1. Utilize an application software to perform accounting tasks
 2. Maintain records and prepare and analyze reports for a business entity.
 3. Complete a comprehensive project that entails the major course competencies and outcomes
 4. Identify and explain the components of general ledger software.
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- 1) Create a Company with all relevant details including VAT options.
 - 2) Create the ledgers under appropriate predefined groups.
 - 3) From the Balances of a trader, Prepare Trading a/c, Profit and Loss a/c and Balance Sheet for the Year.
 - 4) Create vouchers and view Day Book, Profit and loss a/c and Balance sheet for a concern including petty cash, non-fund items.
 - 5) Create FINANCIAL VOUCHERS with various inventories giving quantity details and value per unit.
 - 6) Enter the INVENTORY VOUCHERS involving
 - (i) Unit of measurement
 - (ii) Stock groups
 - (iii) Stock items
 - (iv) Stock Summary
 - 7) MAINTAIN BILLWISE DETAILS.
Create bill wise details for a creditor/debtor involving advance
 - 8) Generate RATIO ANALYSIS statement.
Enter the details comment on the various ratios statement generated upon financial transactions and analyses about the solvency position of the company.
 - 9) Enter transactions involving various INTERESTPARAMETERS
 - 10) Enter transactions involving foreign currencies for purchases and sales and calculate FOREIGNGAINS/LOSS

Suggestive Readings

1. Learning Tally. ERP 9–Vishnu Priya Singh
2. Straight to the Point-Tally. ERP 9 -Dinesh Maidasani
3. Official Guide to Financial Accounting Using: Tally. ERP9 With GST -2nd Edition

Recommended Hardware/Software Tools:

1. Tally ERP9 (Gold Edition Mode)
2. Window 7 or Above