

MAR AUGUSTHINOSE COLLEGE RAMAPURAM
P G DEPARTMENT OF COMMERCE
ADD-ON COURSE PROGRAMME SYLLABUS
Name of Programme: Tally ACE Certification Programme

Course Code: Tally ACE

Course Duration: 60 hrs

Chapter 1: Fundamentals of Accounting - 2 hours

- ❖ Introduction
- ❖ Accounting Terms
- ❖ Accounting Assumptions, Concepts and Principles
- ❖ Assumptions
- ❖ Concepts
- ❖ Principles
- ❖ Double Entry System of Accounting
- ❖ Types of Accounts
- ❖ The Golden Rules of Accounting
- ❖ Source Documents for Accounting
- ❖ Recording of Business Transactions
- ❖ The Accounting Equation
- ❖ Recording of Transactions in Books of Original Entry/Journal
- ❖ Use of Debit and Credit
- ❖ Rules of Debit and Credit
- ❖ Recording of Business Transactions in Journal
- ❖ Ledger
- ❖ Need for Ledger
- ❖ Differences between a Journal and a Ledger
- ❖ Classification of Ledger Accounts
- ❖ Posting from Journal
- ❖ Trial Balance
- ❖ Methods of Preparation
- ❖ Subsidiary Books & Control Accounts
- ❖ Cash Book
- ❖ Single Column Cash Book
- ❖ Double Column Cash Book
- ❖ Three Column Cash Book
- ❖ Petty Cash Book
- ❖ Purchase (Journal. Book
- ❖ Purchases Return (Journal. Book
- ❖ Sales (Journal. Book
- ❖ Sales Return (Journal. Book
- ❖ Journal Proper
- ❖ Control Accounts
- ❖ Financial Statements
- ❖ Trading and Profit & Loss Account
- ❖ Trading Account
- ❖ Profit & Loss Account
- ❖ Balance Sheet
- ❖ Types of Assets and Liabilities included in a Balance Sheet

Maintaining Chart of Accounts in Tally.ERP - 6 hours

- ❖ Introduction
- ❖ Getting Started with Tally.ERP 9
- ❖ Mouse/Keyboard Conventions
- ❖ Company Creation
- ❖ Shut a Company
- ❖ Select a Company
- ❖ Alter Company Details
- ❖ Company Features and Configurations
- ❖ F11: Company Features
- ❖ F12: Configuration
- ❖ Chart of Accounts
- ❖ Ledger
- ❖ Group
- ❖ Ledger Creation
- ❖ Single Ledger Creation
- ❖ Multi Ledger Creation
- ❖ Altering and Displaying Ledgers
- ❖ Group Creation
- ❖ Single Group Creation
- ❖ Multiple Group Creation
- ❖ Displaying Groups and Ledgers
- ❖ Displaying Groups
- ❖ Display of Ledgers
- ❖ Deletion of Groups and Ledgers

Chapter 3: Maintaining Stock Keeping Units (SKU. - 6 hours

- ❖ Introduction
- ❖ Inventory Masters in Tally.ERP 9
- ❖ Creating Inventory Masters
- ❖ Creation of Stock Group
- ❖ Creation of Units of Measure
- ❖ Creation of Stock Item
- ❖ Creation of Godown
- ❖ Defining of Stock Opening Balance in Tally.ERP 9
- ❖ Stock Category
- ❖ Reports

Chapter 4: Recording Day-to-Day Transactions in Tally.ERP 9 - 10 hours

- ❖ Introduction
- ❖ Business Transactions
- ❖ Source Document for Voucher
- ❖ Recording Transactions in Tally.ERP 9
- ❖ Accounting Vouchers
- ❖ Receipt Voucher (F6.
- ❖ Contra Voucher (F4.
- ❖ Payment Voucher (F5.
- ❖ Purchase Voucher (F9.
- ❖ Sales Voucher (F8.
- ❖ Debit Note Voucher
- ❖ Credit Note (Ctrl+F8.

- ❖ Journal Voucher (F7).

Chapter 5: Accounts Receivable and Payable Management – 10 hours

- ❖ Introduction
- ❖ Accounts Payables and Receivables
- ❖ Maintaining Bill-wise Details
- ❖ Activation of Maintain Bill-wise Details Feature
- ❖ New Reference
- ❖ Against Reference
- ❖ Advance
- ❖ On Account
- ❖ Stock Category Report
- ❖ Changing the Financial Year in Tally.ERP 9

Chapter 6: MIS Reports - 5 hours

- ❖ Introduction
- ❖ Advantages of Management Information Systems
- ❖ MIS Reports in Tally.ERP 9
- ❖ Trial Balance
- ❖ Balance Sheet
- ❖ Profit and Loss Account
- ❖ Cash Flow Statement
- ❖ Ratio Analysis
- ❖ Books and Reports
- ❖ Day Book
- ❖ Receipts and Payments
- ❖ Purchase Register
- ❖ Sales Register
- ❖ Bills Receivable and Bills Payable

Chapter 7: Goods and Services Tax (GST) - 15 hours

- ❖ Introduction
- ❖ Goods and Services tax (GST).

Chapter 8: Recording Vouchers with TDS (Tax Deducted at Source) - 6 hours

- ❖ Introduction
- ❖ Basic Concepts of TDS
- ❖ TDS in Tally.ERP 9
- ❖ Activation of TDS Feature in Tally.ERP 9
- ❖ TDS Statutory Masters
- ❖ Configuring TDS at Group Level
- ❖ Configuring TDS at Ledger Level
- ❖ Booking of Expenses in Purchase Voucher
- ❖ TDS Report