

COURSE II - APPLICATIONS OF TALLY IN ACCOUNTING

Learning Objectives: The course aims to achieve following objectives-

1. Analyse and resolve security issues in networks and computer systems to secure an IT infrastructure.
2. Design, develop, test and evaluate secure software.
3. Develop policies and procedures to manage enterprise security risks.
4. Evaluate and communicate the human role in security systems with an emphasis on ethics, social engineering vulnerabilities and training.
5. Interpret and forensically investigate security incident.

Course Content:

SECTION A
Unit I – Introduction: Tally Origin-General features, Accounting Features, Inventory features, Starting tally, Startup screen component, processing icons, Multilingual feature of tally – Quit tally.
Unit II – Accounting in Tally– , Create Company ,Alter & Display Groups and Ledgers., All Accounting Voucher Types, Accounting and Voucher transaction, Account Invoice transaction Create, Alter & Delete Budgets for groups, ledgers & Cost center, Defining credit limit & credit period, Display Budgets and variances, create alter and delete a scenario Journals transaction payment voucher go down summary
Unit III – Taxation in Tally and GST– (a) GST, Purchase vouchers, with GST, sales voucher with GST, GST returns and payments (b) Party Ledger analysis. MIS – Purchase, Sales, Stock analysis and reports. cash and bank reports. Search, filter and sorting. Financial Reports, Multiple Languages, Export-import back-up and restore, TDS, TCS. Printing Reports.

SECTION B**Unit IV - . Voucher Entry in Tally ERP-9**

Accounting Vouchers, inventory vouchers. Invoicing. Pay-roll accounting. Advanced Applications of Tally ERP-9

(a) Bill-wise details, cost centres, cost categories, voucher class and cost centre class, Bank reconciliation, Multiple currencies, interest calculations, Budgeting and Budgetary control, scenario analysis and optional vouchers.

(b) Advanced inventory control and Management

Unit V

Inventory Control: Maintaining Inventory of some firm/organization, Trial Balance, Profit and Loss account, Balance Sheet, Bank Reconciliation Statement, Advance Accounting in Tally, Import / Export Data with Excel. Security Control in Tally.ERP 9

Unit VI – Data Security and Audit– (a) Data Security. Short-cuts keys, Data synchronization, Finalization entries

(b) Tally Audit – Types of Audits, How to draft reports.

Tally Audit Controls

Suggested Readings:

1. Fundamental of computer - P.K.Sinha
2. Internet Web Technology E- Commerce - Nitin K Naik Kamal Prakashan
3. Makhan laql chaturwedi vishavvidhyalaya- Maruti “Prakashan.