



MIT FIRST GRADE COLLEGE
Manandavadi Road Mysore

Department of Commerce and Management
ADD ON COURSE : Basics of Tally ERP - 9



Tally ERP-9 is an accounting software program for documenting on companies day to day business activities. It is India's most extensively used accounting program. It is powerful accounting program that integrate with variety of other corporate system, including sales, purchase, inventory, finance, payroll and more.

Objective : This course is designed to impart knowledge regarding concepts of Financial Accounting Tally is an accounting package which is used for learning to maintain accounts. As this course is useful for Commerce students to get placements in different offices as well as companies in Accounts departments.

| Module/Topic | Details | Duration(30hours) |
|--|---|-------------------|
| Module1: User Interface and Company Management | Introduction to Tally, Installing Tally ERP, Creating a Company, Data Path for Tally ERP, Altering and Deleting Company and Gateway of Tally and User Interface. | 03 hours |
| Module2: Ledgers | Understanding Ledgers, Creating Ledgers, Creating Multiple Ledgers, Altering and Deleting Ledgers and Practical Examples. | 05 hours |
| Module3: Groups | Understanding Groups, Creating Groups, Altering and Deleting Groups and Practical Examples. | 03 hours |
| Module 4: Payment Vouchers & Receipt Vouchers | Understanding Default Vouchers, Payment in Single Entry Mode , Payment in Double Entry Mode , Understanding Receipt Vouchers and Practical Examples. | 06 hours |
| Module 5: Contra and Journal Voucher | Understanding Contra for Banking, Practical Examples on Contra Vouchers and Practical Examples on Journal Vouchers. | 05 hours |
| Module 6:Inventory | Understanding Inventory, Integrating Accounts and Inventory, Practical on Stock Group, Practical on Stock Category, Practical on Units of Measure and Practical on Stock Items. | 08 hours |

Brunja
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Principal

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