



KONGU ARTS AND SCIENCE COLLEGE

(An Autonomous Institution, Affiliated to Bharathiar University, Coimbatore)

ERODE - 638 107

DEPARTMENT OF COMMERCE

VALUE ADDED COURSE - SYLLABUS

PAPER -I: FINANCIAL ACCOUNTING IN TALLY

Objective of the Course: To enable the students to understand about business management and marketing in particular, use online business concepts and plan about online marketing, execute the plan and evaluate it.

UNIT I	Trial Balance	4 Hours
Introduction to Accounting – Journal – Ledger – Trial Balance.		
UNIT II	Final Accounts	4 Hours
Adjusting Entries – Final accounts of Sole Trader.		
UNIT III	Tally Creation	4 Hours
Introduction to Tally – Creation – Alteration – Display of a Company.		
UNIT IV	Ledger Creation	4 Hours
Accounting information – Ledger Creation – Voucher Creation.		
UNIT V	Inventory Information	4 Hours
Inventory Information – Stock Group – Stock Category – Stock Item – Unit of Measure – Godowns – Inventory Vouchers.		
Total Hours		20 Hours



Dr. N. RAMAN
PRINCIPAL,
KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
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DEPARTMENT OF COMMERCE VALUE ADDED COURSE - SYLLABUS

17VCMTL- TALLY

PAPER -II: PRACTICAL IN TALLY

UNIT I	Create a Company	4 Hours
By using tally 9 create a company, Alter and Select it.		
UNIT II	Create a new company	4 Hours
Create a new company, group, voucher and ledger and record minimum 10 transactions and display the relevant results.		
UNIT III	Prepare Trail balance	4 Hours
Prepare trial balance and record minimum 15 transactions and display relevant results.		
UNIT IV	Profit and Loss Account	4 Hours
Prepare profit and loss A/c and Balance Sheet. (Minimum of any five adjustments).		
UNIT V	Prepare Inventory Statement	4 Hours
Prepare inventory statement using (calculate inventory by using all methods) FIFO, LIFO, Simple Average Method, Weighted Average Method.		
Total Hours		20 Hours

On Completion of this course the students will be able to

- ☑ Know TALLY Communication campaign and the evolution of TALLY online activities
- ☑ TALLY tools as a basic level
- ☑ Know about structure of TALLY, Opportunities, applications, and business models and challenges.

Reference Books:

1. Ian Dodson, "The Art of TALLY", Wiley India Pvt Ltd, 2016.
2. Damian Ryan, "Understanding TALLY", Kogan Page Ltd(USA), 2017.
3. Puneet Singh Bhatia, "Fundamentals of TALLY", Kindle Edition, 2017.



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