

BCAF DEPT.

REPORT FOR TALLY COURSE (19-20)

This course was introduced in the year 19-20 in collaboration with Tally academy (banglore), who provided us software, study material and certification (which was valid all over India), the course is started with a view to enhance skills of students and prepare them to face the industry and unlock the better career prospects for them. 11 students had enrolled for this course. (list attached)



Kajal Vadhrya

(HOD, BAF dept.)



IQAC Coordinator



SMT CHM COLLEGE

TALLY COURSE

SR. NO.	FULL NAME	EMAIL
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Smt. Chandibai Himathmal Mansukhani College

Accountancy department and department of B.com (accounting and finance)

Tally course

In collaboration with Tally Academy (Banglore), is starting basic tally course at CHM college. Students will be provided with Course material, CD and certification from Tally Academy.

Benefits:

1. Students will get CD of software which they can access at home also.
2. Online examination (at convenience of timings of student)
3. Practical as well as theory lectures
4. Doubt-solving lectures
5. Reasonable fees
6. Study material
7. Hands on practical training
8. Basic GST concepts included
9. Best and experienced faculty.

Basic details of course:

Duration: 2 months (30 hours)

Fees: Rs. 1500

Timings: 2.30 to 4.30 pm (twice a week)

Examination: online.

Batches will start from first week of March, 2019.

Interested students can contact:

Accountancy department (Room No. 308, Main Building)

or BCAF department (Room No. E-206, Extension Building)

(From 10.30 a.m. to 12.30 a.m.)



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Release 6.0 - 30 hours

Chapter 1: Fundamentals of Accounting -

- 1.1 Introduction
- 1.2 Accounting Terms
- 1.3 Concepts
- 1.4 Principles
- 1.5 Double Entry System of Accounting
- 1.6 Types of Accounts
- 1.7 The Golden Rules of Accounting
- 1.8 Recording of Transactions in Books of Original Entry/Journal
- 1.9 Use of Debit and Credit
- 1.10 Rules of Debit and Credit
- 1.11 Ledger
- 1.12 Differences between a Journal and a Ledger
- 1.13 Classification of Ledger Accounts
- 1.14 Posting from Journal
- 1.15 Trial Balance
- 1.16 Methods of Preparation
- 1.17 Balance Sheet
- 1.18 Types of Assets and Liabilities included in a Balance Sheet

Practice Exercises

Chapter 2: Maintaining Chart of Accounts in Tally.ERP

- 2.1 Introduction
- 2.2 Getting Started with Tally.ERP 9
- 2.3 Company Creation
- 2.4 Select, Shut & Alter a Company
- 2.5 Company Features and Configurations
- 2.6 F11: Company Features
- 2.7 F12: Configuration
- 2.8 Chart of Accounts
- 2.9 Ledger Creation
- 2.10 Single / Multi Ledger Creation

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- 2.11 Altering and Displaying Ledgers
- 2.12 Group Creation
- 2.13 Displaying / Deletion Groups and Ledgers
- Shortcut Keys
- Practice Exercises

Chapter 3: Maintaining Stock Keeping Units (SKU)

- 3.1 Introduction
- 3.2 Inventory Masters in Tally.ERP 9
- 3.3 Creating Inventory Masters
 - 3.3.1 Creation of Stock Group
 - 3.3.2 Creation of Units of Measure
 - 3.3.3 Creation of Stock Item
- 3.4 Creation of Godown
 - 3.3.5 Defining of Stock Opening Balance in Tally.ERP 9
 - 3.3.6 Stock Category
- 3.4 Reports
- Key Takeaways
- Shortcut Keys
- Practice Exercises

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

- 4.1 Introduction
- 4.2 Business Transactions
 - 4.2.1 Source Document for Voucher
 - 4.2.2 Recording Transactions in Tally.ERP 9
- 4.3 Accounting Vouchers
 - 4.3.1 Receipt Voucher (F6)
 - 4.3.2 Contra Voucher (F4)
 - 4.3.3 Payment Voucher (F5)
 - 4.3.4 Purchase Voucher (F9)
 - 4.3.5 Sales Voucher (F8)
 - 4.3.6 Debit Note Voucher
 - 4.3.7 Credit Note (Ctrl+F8)
 - 4.3.8 Journal Voucher (F7)
- Key Takeaways

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Shortcut Keys

Practice Exercises

Chapter 5: Accounts Receivable and Payable Management

5.1 Introduction

5.1.1 Accounts Payables and Receivables

5.2 Maintaining Bill-wise Details

5.3 Activation of Maintain Bill-wise Details Feature

5.4 New Reference

5.5 Against Reference

5.6 Advance

5.7 On Account

Key Takeaways

Shortcut Keys

Practice Exercises

Chapter 6: MIS Reports

6.1 Introduction

6.2 Advantages of Management Information Systems

6.3 MIS Reports in Tally.ERP 9

6.3.1 Trial Balance

6.3.2 Balance Sheet

6.3.3 Profit and Loss Account

6.3.4 Cash Flow Statement

6.3.5 Ratio Analysis

6.3.6 Books and Reports

6.3.6.1 Day Book

6.3.6.2 Receipts and Payments

6.3.6.3 Purchase Register

6.3.6.4 Sales Register

6.3.6.5 Bills Receivable and Bills Payable

Key Takeaways

Shortcut Keys

Practice Exercises

✓

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Chapter 7: Goods and Services Tax (GST)

7.1 Introduction

7.2 Goods and Services tax (GST)

7.3 Transactions & Reports

Key Takeaways

Shortcut Keys

Practice Exercises



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Certificate of Merit

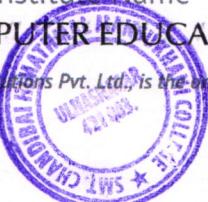
This certificate is awarded to
Rutuja Ravindra Gosavi
Son/Daughter of
Ravindra Gosavi
for successfully completing
TallyACE
and securing Grade **B**

Place of Issue: Bengaluru
Date Certified: 21-Aug-2021
Release: 6.6

Bhuwaneshwari B.
Bhuwaneshwari B
Chief Executive Officer
Tally Education Pvt. Ltd.

Certificate No: 906255918
Institute Name
PRAGATI COMPUTER EDUCATION CENTER

Tally Education Pvt. Ltd., a group company of Tally Solutions Pvt. Ltd., is the only entity authorised to issue certifications on Tally.



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Syllabus

TallyACE

Fundamentals of Accounting

Maintaining Chart of Accounts in Tally.ERP 9

Maintaining Stock Keeping Units (SKU)

Recording Day-to-Day Transactions in Tally.ERP 9

Accounts Receivable and Payable Management

MIS Reports

Goods and Services Tax (GST)

Recording Vouchers with Tax Deducted at Source (TDS)

Tally Certifications

Basic	Advanced	Comprehensive
TallyACE	TallyPRO	TallyGURU
*Basics of Tally *Financial Accounting using Tally	GST using Tally GCC VAT using Tally CPFA	ACPFAT

*Available in Schools & Colleges only

Overall Grade

Grade	Description
A ⁺	$\geq 75\%$
A	$\geq 60\% < 75\%$
B	$\geq 36\% < 60\%$
Not Pass	$< 36\%$



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Sr. No.	Mandatory Documents to be submitted for certificate course / Add-On course by Course Coordinator or HOD	2016-17	2017-18	2018-19	2019-20	2020-21
1	Name of the program			Tally		
2	Document stating duration, of course, to be submitted for 5 years				✓	Not conducted
3	Brochure				✓	
4	Enrollment list with student signature	Course started in 19-20	Course started in 19-20	Course started in 19-20	✓	
5	Curriculum				✓	
6	Report and Outcome				✓	
7	Attendance sheet with student signature				NA	
8	Certificate copy				✓	

Note: Tally Course was started in the year 2019-20

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PROPOSAL FOR TALLY ERP 9.0 COURSE INITIATED BY ACCOUNTANCY AND
ACCOUNTS & FINANCE DEPARTMENT OF COLLEGE W.E.F. 2018-2019

Proposal for tally (ERP 9.0) course:

This course will be in collaboration with Tally academy (Banglore), they will provide CD of software, study material, conduct practical examination and award certificate on successful completion of theory as well as passing practical examination. Theory and practical lectures will be conducted in college. The Accountancy Department of Smt. C.H.M. College alongwith the Department of Accounts & Finance of Professional Courses will coordinate to help in development, coordinating and successfully completing the course. ✓

1. Objectives of the course:

- a) This course is intended to impart knowledge regarding concepts of accounting package, which is commonly used to maintain accounts.
- b) To give basic conceptual knowledge of Income Tax & Good & Service Tax. ✓
- c) To enhance the marketability of our courses.

2. Relevance of the course:

- a) Gaining practical Training of tally
- b) Application of theoretical principles into practice.
- c) To develop hands on computerized accounting package.

3. Target group:

All commerce students & Others who want to enter in Accountancy Profession.

4. Lecture method: Practical as well as theory lectures

5. Duration: 3 weeks - 30 hours (10 hours theory and 20 hours practical)

6. Timing details: as per availability of computer lab and faculty.

7. Room requirement/ ICT requirement:

One classroom for theory lectures (10 hours) and computer lab for practical lectures (20 hours)

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8. Admission norms: Online admission

9. Student eligibility: HSC Passed / Appeared student.

10. Learning outcomes: hands on tally course.

11. Course pertaining to placement: Yes. List of successful candidates will be placed on the Tally Portal for recruitments and students as well as corporate will get wide choice for the jobs based on their knowledge gaining in tally and certificate awarded to them.

12. Faculty details: Mrs. Priya Mulchandani.

13. Budget details:

- a) Remuneration of resource person: Rs.7500 (30 lectures X Rs. 250).
- b) Travel allowance to resource person: Nil
- c) Stationary exps: Nil
- d) Hospitality exps: Nil
- e) Accommodation to resource person: Nil
- f) Study material exps: Rs. 1050 per student.
- g) Non-teaching staff exps: Nil
- h) Open for other college students: No
- i) Publicity exps: Rs. 1000.
- j) Income & expenditure projection with structure :

Expenditure	Incomes
Remuneration to resource person	Rs.7500
Study Materials 40@1000	Rs.40000
Publicity Expenses	Rs.1000
Contingency	Rs.10000
Expected Surplus (Balance)	Rs.1500
 TOTALS	 RS.60000
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	=====
	RS.60000
	=====
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(CA. Kajal Vadhrya)
HOD, Accounts & Finance
SMT. C.H.M. COLLEGE,
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(DR. CA. Kishore Peshori)
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