Syllabus for Vocational Education and Training (VET) Course

Financial Reporting using Tally

Course Code	:	**STCVE007**
Course Coordinator	:	**Jinu Mathew**
		Assistant Professor
		Department of Commerce
Maximum intake	:	**60**
Eligibility	:	***Any regular UG or PG student of the College***

Objectives:
(1) To familiarise the students with the basic accounting concepts and principles
(2) To impart working knowledge in Computerised Accounting

Module 1 **Fundamentals of Accounting**:
Accounting -Type of account - Rules of Debit or Credit - Introduction of Tally-Advantage of Tally

Module 2 **Computerised Accounting using Tally (Part 1)**:
Company information-Select company-Shut company-Create company- Accounts Info Group-Ledgers-Voucher types - Inventory info-Stock group-Stock item-Units of Measurement

Module 3 **Computerised Accounting using Tally (Part 2)**:
Accounting Vouchers –Contra-Payment-Receipt-Sale-Purchase-Journal

References *Jain.S.P and Narang.K.L : Advanced Accountancy*
Maheswari.S.N and Maheswari S.K : Advanced Accounting
Asok K. Nadhani : Tally ERP 9 training guide
http://www.infinsys.com/v1/downloads/tally_erp_9_doc.pdf

Theory: **40%** & Practical: **60%**