

**S. P. JAIN COLLEGE, SASARAM**

**Add-on Course In**

**Financial Accounting Concepts**

**with Tally ERP**

***Tally***



**Course Code: FDC - TALLY**

**Duration: 45 Hours**

**Theory and Practical: 60 Mins Per Class**

**Program Co-ordinator: Dr. Shiv Kumar Rabidas**

**Department of Commerce**

**Mob. No. 8252625760**

## **Syllabus for Financial Accounting Concepts with Tally ERP**

| <b>Topics</b>                                               | <b>Classes</b> |
|-------------------------------------------------------------|----------------|
| • Introduction to Financial Accounting (Theory)             | 01             |
| • Accounting Concepts (Manual)                              | 08             |
| ○ Types of Accounts                                         |                |
| ○ Golden Rules for Debit/Credit                             |                |
| ○ Journal Entry                                             |                |
| ○ Ledger Creation                                           |                |
| ○ Final Accounts                                            |                |
| • Tally History and Journey (Theory)                        | 01             |
| • Financial Accounting Basics (Theory + Practical)          | 02             |
| • Creation & alteration, security, Configuration of Company | 02             |
| • Creating Masters (Practical)                              | 02             |
| • Voucher Entry (Practical)                                 | 05             |
| • Inventory (Practical)                                     | 05             |
| • Payroll (Practical)                                       | 03             |
| • TDS (Theory + Practical)                                  | 02             |
| • Introduction to GST (Theory)                              | 02             |
| • Tally with GST (Practical)                                | 02             |
| • Bank reconciliation with Tally (Practical)                | 02             |
| • Adjustment Entries (Theory & Practical)                   | 02             |
| • Cost/ Profit Centre (Theory)                              | 01             |
| • Printing of Ledger & Reports (Practical)                  | 04             |
| Shortcut Keys (Theory)                                      | 01             |

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**Total Classes: 45**