

Department of Management

02 Jan 2021

CIRCULAR

VALUE ADDED COURSE (Computerized Accounting with Tally ERP 9)- B. Com (H)


Student of B. Com(H) IIIrd year are hereby informed that value added course "Computerized Accounting with Tally ERP 9" is scheduled from 01 February 2021 in your respective classroom, Academic Block-III.


Schedule:

- Time Slot: 03:00 PM to 05:00 PM
- Key Speaker: Mr. Naveen Agarwal
- Duration: 2 hrs

Program Overview:

The objective of this course is to develop accounting professionals who are ready to deal with complex transactions in the corporate world and are able to maintain books of accounts as per the requirement.


Dean Academics
Faculty of Management
Invertis University, Bareilly (UP)


Dr. Dheeraj Gandhi
(HOD)


Registrar
Invertis University
Bareilly

Computerised
Accounting
with
Tally.ERP9


INVERTIS
UNIVERSITY BAREILLY

Tally

POWER OF SIMPLICITY

Tally.ERP 9

Organised by:
Department of Management

Program :
B.Com(H) VI

Dheeraj Gandhi
HOD

Mr. Naveen Agarwal
Key Speaker

3:00 PM TO 5:00 PM

Registrar
Invertis University
Bareilly

FEB 1 - MAR 15 2021

Dean Academics
Faculty of Management
Invertis University, Bareilly (U.P.)

Computerised Accounting with Tally.ERP9

Course Overview

Tally is an accounting software that is very much useful in making calculations in small and medium level businesses. All the Banking, Auditing and Accounting work can be done using this software. Tally's accounting features permit you to record business transactions instantly and easily. Record transactions necessary for your business by creating and maintaining vouchers, masters and generating reports. It helps you manage all the major accounting operations in your business.

University
✓

Value Added Course

Course Details:

Name of the Course: - Computerized Accounting with Tally ERP.9

Course Code – BC01

Course Offered to – B.Com (H) Final Year

Course Duration – 50Hours

Course Coordinator: - Mr. Naveen Agrawal

OBJECTIVE:

The objective of this course is develop accounting professionals who are ready to deal with the complex transactions in the corporate world. This course will enable the student to record large number of transactions and maintain the books of accounts according to the requirements of the industry.

PRE-REQUISITE(s):

Working knowledge of financial accounting and should be able to operate a computer system independently.

OVERVIEW:

Tally is an accounting software that is very much useful in making calculations in small and midlevel businesses. All the Banking, Auditing and Accounting work can be done using this software.

Tally's accounting features permit you to record business transactions instantly and easily. Record transactions necessary for your business by creating and maintaining vouchers, masters and generating reports. It helps you manage all the major accounting operations in your business.

Why take this course?

- To develop accounting skills required in an industry.
- To attain knowledge of the recent accounting practices introduced in the finance field
- To be able to independently record and maintain accounts with the help of the accounting software "Tally ERP.9"

What you will learn in this course:

- Maintaining books of accounts in the computerized environment.
- Preparing financial statements such as Balance Sheet, Statement of Profit & Loss and Cash Flow Statement.
- Recently introduced tax regime "Goods & Services Tax".

Who should take this course:



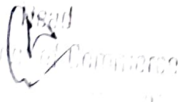
Registrar
Invertis University
Bareilly

- Students interested in making their career in the accounting field.
- Those who want to learn and perform accounting, inventory and taxation work on Tally
- Those who are keen in understanding different accounting softwares.
- Those who have interest in accounts and finance.

Course Outline:

Topic	No. of hours allocated
Topic 1 User Interface and Company Management	1
Topic 2 Masters: Ledgers and Groups	3
Topic 3 Payment Voucher & Receipt Voucher	2
Topic 4 Day Book	1
Topic 5 Contra & Journal Voucher	2
Topic 6 Masters: Inventory	3
Topic 7 Goods & Services Tax (GST)	4
Topic 8 Purchase Voucher & Sales Voucher (with GST)	3
Topic 9 Making Bills in Tally	2
Topic 10 Debit Notes & Credit Notes	2
Topic 11 Bank Reconciliation	3
Topic 12 Stock Transfers	1
Topic 13 Batch wise details	1
Topic 14 Interest Calculations	1
Topic 15 Voucher types	2
Topic 16 Party Ledger Analysis	1
Topic 17 Purchase & Sales Report	2
Topic 18 Cash & Bank Reports	2
Topic 19 Search, Filter and Sorting	2

Registrar
Invertis University
Bareilly

Topic 20	Financial Reports	3
Topic 21	Export, Import, Backup & Restore	2
Topic 22	Finalisation entries	2
Topic 23	Printing Reports	1
Topic 24	Miscellaneous	1

(Handwritten mark)

(Faint, illegible text)

Registrar
Invertis University
Bareilly

(Handwritten signature)