

## 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 to develop accounting professionals who are ready to deal with the complex transactions in the corporate world. This course will enable the student to record a 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.

### Course Outcomes?


Students will learn to:

- To develop accounting skills required in an industry.
- To recent accounting practices introduced in the finance field
- To independently record and maintain accounts with the help of the accounting software "Tally ERP.9"
- To incorporate provisions of GST in sales invoice


### 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:

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


  
Registrar  
Invertis University  
Bareilly

  
Head  
Department of Commerce  
Faculty of Management  
Invertis University, Bareilly (UP)


- 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

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

  
 Registrar  
 Invertis University  
 Bareilly

  
 Head  
 Department of Commerce  
 Faculty of Management  
 Invertis University, Bareilly (UP)

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

  
Dean Academics  
Faculty of Management  
Invertis University, Bareilly

*Santosh*  
Regional  
Invertis University  
Bareilly

  
Head  
Department of Commerce  
Faculty of Management  
Invertis University, Bareilly



## Department of Commerce

01 Jan 2022

### CIRCULAR

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


Student of B. Com(H) III<sup>rd</sup> year are hereby informed that value added course "Computerized Accounting with Tally ERP 9" is scheduled from 1 February 2022 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)

  
Registrar  
Invertis University,  
Bareilly

  
Dr. Dheeraj Gandhi  
(HOD)  
Head  
Department of Commerce  
Faculty of Management  
Invertis University, Bareilly (UP)

# 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

**Dr. Dheeraj Gandhi**  
HOD


**Mr. Naveen Agarwal**  
Key Speaker

3:00 PM TO 5:00 PM

**FEB 1 - MAR 15 2022**

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

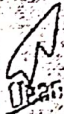
  
Registrar  
Invertis University  
Bareilly


  
Head  
Department of Commerce  
Faculty of Management  
Invertis University, Bareilly (UP)

# Computerised Accounting with Tally.ERP9

## Course 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.

  
Dean Academic  
Faculty of Management  
Invertis University Bareilly

  
Head  
Department of Commerce  
Invertis University Bareilly

  
Registrar  
Invertis University  
Bareilly