



UNIVERSITY DEPARTMENT OF MANAGEMENT

VINOBA BHAVE UNIVERSITY

NAAC 'B++' Accredited University

CERTIFICATE COURSE IN
ACCOUNTING SOFTWARE- Tally ERP 9
2019-20

PROSPECTUS

☎ 06546- 261922

🌐 www.vbu.ac.in

✉ vbumanagement@gmail.com



Message from the Vice-Chancellor

I have great pleasure in welcoming you to Vinoba Bhave University. Ever since its inception, Vinoba Bhave University has thrived to cater to the needs of the aspiring students and professionals who are the future of our country. Today, there is a need for quality technical education in the country, which provides young, bright minds with a platform to enhance their intelligence and become highly skilled pupils. Our focus is to help to generate ideas that will benefit society, and to educate and train people to work in fields where they will be valued both for their specialized knowledge, and for their ability to research, communicate and solve problems. The programs that we offer give students complete insight into the contemporary developments of each subject.

Keeping in mind the dynamic situation of the business fraternity, Vinoba Bhave University through its Department of Management has introduced a job oriented Certificate Course in Accounting Software - Tally ERP 9 which will cater to the need of the market. People desirous of becoming Entrepreneurs or the one who seeks knowledge for the same are most welcome.

Our students form the core of our existence as an institution, and we want to give wings to their dreams. We expect them to be passionate about their dreams and make their family and society proud of their achievements. We hope to give you the platform, knowledge and skills that young students like you wish to acquire.

A handwritten signature in black ink that reads "Sharan".

(Ramesh Sharan)



From the Director's Desk

Department of Management, Vinoba Bhave University is dedicated towards addressing the dynamic business environment in accordance with the national needs and priorities. We have recently taken several new initiatives in this direction. For a management institute it is imperative to be prepared for the changing environment while teaching its students to do the same. In an era that has come to become the epitome of competition, B-schools face the very pressures that they prepare their graduates for.

The Certificate Course on Tally ERP 9 is designed to give working knowledge of the Accounts. It will help learners to have necessary knowledge on Account Models. The course is aimed to benefit Accounting Professionals / Consultants, business owners and students who want to be ready for smooth functioning of their company, professionals who want to shift to Finance and Taxation domain, Individuals / beginners seeking career opportunities in the Accounting domain, students with engineering/commerce or arts background.

The Department of Management, Vinoba Bhave University envisages achieving excellence. We pledge to continue our earnest efforts towards providing quality education. We aspire to impart quality education, with a specialized faculty and a strong infrastructure.

(M. K. Singh)

DEPARTMENTAL PROFILE

The University Department of Management, Vinoba Bhave University, Hazaribag, was established in the year 2008.

The Department runs in a well-equipped infrastructure, constructed from the funds provided by the University Grant Commission. The faculty is dedicated to produce goal oriented and value committed managers who are highly qualified and well deserving.



The campus has Wi-Fi connectivity of 1 mbps and the classes are equipped with SMART CLASS Technology. The Department is equipped with computer lab, library cum reading room, students club, yoga & meditation centre and health care centre. Gymnasium, indoor stadium and outdoor stadium, auditorium (Vivekanand auditorium) , canteen apart from other facilities are shared by the students of other faculties in the campus.

WHY THIS COURSE:

Business world is changing very fast due to rapid use of and reliance on technology. In order to keep pace with this change, different domains of business like Accounting, Purchasing, Payables & Receivables is also changing. So those days are gone where conventional method of accounting was used and everything was manual. Now a day every business irrespective of size uses information technology for day to day accounting work & MIS reporting. There are tremendous opportunities for a person who has successfully completed Certificate Course in Accounting Software (CCAS). There has been huge demand for accountants who are well versed in accounting packages like Tally . And with recent tax reforms like GST even small traders and businessman needs to keep data in systematic manner for which Tally is widely accepted as an accounting software.

ABOUT THIS COURSE:

The course has been divided into five modules. Each module contains sections/chapter.. And each section contains specific topics. After completion of each Module assessment of candidate will be done through Question& Answer session.

Only after passing final assessment Certificate will be provided to successful candidates.

DURATION OF THIS COURSE

The duration of this course is Six Month. Classes will be held two days in a week. Each class will be of three hour. After successful completion candidates will have to go through six month industrial exposure either with any firm or Company.

INTAKE : 30 EACH BATCH

Fee Structure : Rs. 6000/- as Course Fee (One Time)

CONTENTS

Module	Total Credit Hours
Accounting & Inventory Masters	28Hrs.
Accounting & Inventory Transaction	36Hrs.
MIS Reports	12Hrs.
Payroll Accounting	12Hrs.
Tally Administration	04 Hrs.
Taxation using Tally ERP.9	20 Hrs.
Appendices	04 Hrs.
Total	116 Credits

DETAILED SYLLABUS

Module 1: ACCOUNTING & INVENTORY MASTERS

1.01 Fundamentals of Accounting (4 Credits)

- ✦ Introduction
- ✦ Types of Accounts
- ✦ Accounting Principles or concepts
- ✦ Mode of Accounting
- ✦ Rules of Accounting
- ✦ Double entry system of book keeping

1.02 Fundamentals of Tally ERP.9 (4 Credits)

- ✦ Introduction of Tally.ERP 9
- ✦ History of Tally
- ✦ Versions of Tally
- ✦ Features of Tally
- ✦ Technology Advantages
- ✦ Installation of Tally ERP.9
- ✦ Opening Tally
- ✦ Components of Gateway of Tally
- ✦ Basic Keyboard Operations

1.03 Company Operation in Tally ERP.9 (4 Credits)

- ✦ Company Creation
- ✦ Opening Company
- ✦ Shut Company
- ✦ Modification of Company Profile
- ✦ Deletion of Company Data
- ✦ Selection of Company
- ✦ Re-selection of Companies
- ✦ Opening Multi Company

1.04 Introduction to Gateway of Tally (4 Credits)

- + Components of Gateway of Tally
- + Period & Date Setting
- + Rules of Period & Date
- + Company Features
- + Company Configurations

1.05 Maintaining Chart of Accounts in Tally. ERP 9 (4 Credits)

- + Account Masters
- + Reserved Account Groups & Ledgers
- + Account Master/Ledger Creation
- + Account Group Creation
- + Creation of new Parent Group During Ledger/Group entry
- + Display of Account Master
- + Alteration/Deletion of Account Master
- + Restriction on Deletion of Master
- + Advanced Accounts Masters creation
- + Chart of Accounts

1.06 Maintaining Stock Keeping Units (SKU) (8Credits)

- + Maintaining Inventory Details
- + Inventory master
- + Inventory System
- + Unit of Measure (UoM)
- + Stock item
- + Storage & Classification
 - ▲ Stock Group
 - ▲ Stock Category
 - ▲ Multiple Go-downs
- + Display of Inventory Masters
- + Alteration/Deletion of Inventory Masters

Module 2: ACCOUNTING & INVENTORY TRANSACTIONS

2.01 Recording Day-to-Day Transactions in Tally. ERP 9 (20 Credits)

- + Introduction to Vouchers in Tally ERP.9
- + Components of Voucher Entry Screen
- + Accounting Voucher
 - ▲ Basic Vouchers: Receipt, Payment, Contra, Sales, Purchase, Journal, Credit Note, & Debit Note
 - ▲ Voucher Alteration & Deletion
 - ▲ Non-Accounting Vouchers
 - ▲ Voucher Type
 - ▲ Double & Single Mode Voucher Entry
- + Inventory Vouchers
 - ▲ Basic Voucher: Stock Transfer, Manufacturing, Physical Stock Voucher
 - ▲ Accounts Voucher with Inventory Transactions
 - ▲ Invoice & Voucher Entry Mode
 - ▲ Inventory Linked Accounts Ledger
- + Invoicing

- ▲ Invoicing
- ▲ Invoicing Mode Set Up
- ▲ Invoice Entry
- ▲ Discount
- ▲ Invoice Additional Charge
- ▲ Point of Sales
 - Voucher type creation
 - PoS Invoicing & Printing
 - PoS Register
- ▲ Voucher Automation
- ▲ Invoice Printing & Configuration
- ✦ Multiple Invoice Printing

2.02 Management of Purchase & Sales Cycle (4 Credits)

- ✦ Order Processing
- ✦ Tracking Delivery & Receipt of Goods

2.03 Accounts Receivable and Payable Management (4 Credits)

- ✦ Bill Details Entry
- ✦ Outstanding Reports

2.04 Banking (8 Credits)

- ✦ Bank Ledger Account Set up
- ✦ Cheque Details Entry in Voucher
- ✦ Cheque Printing
- ✦ Deposit Slip
- ✦ Payment Advice
- ✦ Bank Reconciliation

Module 3: MIS REPORTS

3.01 MIS Reports (12 Credits)

- ✦ Basic Report Features
- ✦ Trail Balance
- ✦ Financial Statements
 - ▲ Trading Account
 - ▲ P/L Statement
 - ▲ Balance Sheet
- ✦ Inventory Books
 - ▲ Stock Summary
 - ▲ Stock Reports
- ✦ Account Books
 - ▲ Cash Bank Book
 - ▲ Ledger Book
 - ▲ Journal Book
 - ▲ Sales Register
 - ▲ Purchase Register

Module 4: PAYROLL ACCOUNTING

4.01 Payroll (12 Credits)

- ✦ Payroll Master
- ✦ Maintaining Employee Information
- ✦ Payroll Voucher
- ✦ Pay Reports

Module 5: TALLY ADMINISTRATION

5.01 Tally Administration (4 Credits)

- ✦ Data Backup
- ✦ Data Restoration
- ✦ Data Export
- ✦ Data Import
- ✦ E-mailing in Tally ERP.9

MODULE 6: TAXATION IN TALLY ERP.9

6.01 Goods and Services Tax (GST) (16 Credits)

- ✦ Introduction to GST& its Terminology
- ✦ Tax Rate Structure& Setup in Tally ERP.9
- ✦ Invoicing in GST (Goods&Services)
- ✦ Input Credit Mechanism, GST Adjustment
- ✦ Return Filing using Tally ERP.9
- ✦ E-Way Bill in GST

6.02 Recording Vouchers with TDS (Tax Deducted at Source) (4 Credits)

MODULE 7: APPENDICS

7.01 Shortcut keys (2 Credits)

- ✦ Function Keys
- ✦ Special keys
- ✦ Special Function keys
- ✦ Navigation Keys

7.02 Installation (2 Credits)

- ✦ Tally ERP 9 Installation
- ✦ Set UP File Downloading
- ✦ Tally ERP 9 Set Up execution
- ✦ Working in Educational Mode
- ✦ Working in License Mode

EXAMINATION

Medium of Examination will be English. Exam type will be of internal assessment conducted by the Department of Management.

Upon passing the examination, a certificate will be awarded by Vinoba Bhave University and Tally Education jointly.



VINOBA BHAVE UNIVERSITY

NAAC 'B++' Accredited University

Post Box No. : 31, HAZARIBAG (JHARKHAND) 825301

Telephone No.- 06546- 261922 (O), Fax No.-261922 , Contact No.: 09431332889

Website: www.vbu.ac.in

Email.id: vbumanagement@gmail.com