

NALLAMUTHU GOUNDER MAHALINGAM COLLEGE POLLACHI
POST GRADUATE AND RESEARCH DEPARTMENT OF COMMERCE

Circular

Date: 06.03.2023

This is to inform you that all B.Com - Aided students are attending the Value-Added Course of Industrial Accounting System with Tally ERP 9.0, conducted by MSME, Training and Development Cell, Chennai, from March 13, 2023, to March 27, 2023. In this regard, interested students can enroll their names with the Ms. P.Karthika Department of Commerce (Aided) before March 10, 2023.


Head of the Department
Dr. P. BRUNTHA, M.Com., M.Fin., Ph.D., MBA (IT)
Associate Professor & Head
PG and Research Department of Commerce
NGM College, Pollachi - 642 001.

Head of the Department

NALLAMUTHU GOUNDER MAHALINGAM COLLEGE POST GRADUATE AND RESEARCH DEPARTMENT OF COMMERCE In Association with MSME, TDC, Chennai Organizes Value Added Programme on INDUSTRIAL ACCOUNTING WITH TALLY ERP 9 & GST PRACTITIONER Date: 13.03.2023 - 27.03.2023

Department Profile

“The Science of Economics is made for the benefit and development of the World”

– Kautilya Chanakya

The Department of Commerce came into being in the year 1968 to offer quality education in Commerce in this region. It has grown manifold and at present it offers post graduate as well as research programmes leading to the Ph.D. Degree. The Department has now embarked upon new initiatives to have linkages with the corporate world for facilitating Institute-Industry tie-up. The Department is headed by Dr. P. Bruntha who has 30 years of teaching experience to her credit. Four of the faculty members are Doctorates, while the remaining seven faculty members are actively engaged in research. Most of the faculty have teaching experience of around twenty years.

Modules

1. Fundamentals of accounting –4hours
2. Maintaining Chart of Accounts in Tally.ERP 9 - 8 hours
3. Goods and service tax – 6hours
4. Day to day transactions -24 hours
5. Banking – 2hours
6. Allocation and Tracking of Expenses and Incomes - 2 hours
7. Price Levels and Price Lists - 2 hours
8. Tax Deducted at Source (TDS) - 2 hours
9. Payroll - 6 hours
10. MIS reports – 4hours

Vision

Our dream is to make the College an institution of Excellence at the national level by imparting quality education of global standards to make students academically superior, socially committed, ethically strong and culturally rich citizens to contribute to the holistic development of the self and society.

Mission

Training students to become role models in academic arena by strengthening infrastructure, upgrading extension through an enlightened management and committed faculty who ensure knowledge transfer, instil research aptitude and infuse ethical and cultural values to transform students into disciplined citizens in order to improve quality of life.

Course Outcomes

1. Gain a deep understanding of Goods and Services Tax (GST) principles, including registration, calculation, filing, and compliance.
2. Develop the ability to create, maintain, and analyze financial statements, ledgers, and reports using Tally, making informed financial decisions.
3. Understand various tax implications, exemptions, and deductions, and apply them while using Tally for tax compliance.
4. Be prepared for ongoing updates and changes in GST laws and Tally software by developing a mindset for continuous learning and adaptation.
5. Effectively communicate financial and tax-related information to stakeholders and clients in a clear and concise manner.





MSME TECHNOLOGY DEVELOPMENT CENTRE, CHENNAI (CFTI)

SYLLABUS

INDUSTRIAL ACCOUNTING SYSTEM IN TALLY ERP 9 & GST PRACTITIONER

Duration: 60 Hours (20 Hrs – Theory and 40 Hrs Practical)

CHAPTER 1: Fundamentals of accounting –4hours

Introduction - Accounting Terms - Types of Accounts - Golden Rules of Accounting - The Accounting Equation - Recording of Business Transactions in Journal - Recording of Business Transactions in Journal - Financial Statements - Trading and Profit & Loss Account - Trading Account - Profit & Loss Account - Balance Sheet - Types of Assets and Liabilities included in Balance Sheet

CHAPTER 2: Maintaining Chart of Accounts in Tally.ERP 9 - 8 hours

Introduction about Computerised Accounting using Tally – Previous versions and Latest updates in Tally - **Company Creation** - Shut a Company - Select a Company - Alter a Company – Backup and Restore - Chart of Accounts - Ledger - Group - **Ledger Creation** - Single Ledger Creation - Altering and Display of Ledgers - Ledger Alteration - Group Creation - **Creating Inventory Masters** - Creation of Stock Group - Creation of Unit of Measure - Creation of Stock Item - Creation of Godown - Defining of Stock Opening Balance in Tally ERP 9. - **Setup Payroll in Tally.ERP 9** - Activation - Processing Basic Payroll in Tally.ERP 9 - Employee Setup - Creation of Payroll Units –attendance/Production Types - Creation of Pay Heads - Defining Salary Details for an Employee

CHAPTER 3: Goods and service tax – 6hours

Introduction of Goods and Service Tax – Intrastate supply of Goods and Services – Interstate supply of Goods and Services – Defining tax rates at Masters – Purchases from Unregistered

Dealer –Purchases from Composite Dealer - Import and Export – Exempted Goods – SEZ sales - Mixed supply and Composite supply under GST - GST Reports – Input Tax Credit Set off – Online filing.

CHAPTER 4: Day to day transactions -24 hours

Accounting vouchers – Sales vouchers – Purchase vouchers – Payment vouchers – Receipt vouchers – Contra Vouchers – Journal Vouchers – Credit note vouchers – Debit Note vouchers -**Inventory vouchers** – Physical Stock Verification –Rejection In & Out – Delivery Note and Receipt Note – Stock Journal - Manufacturing Journal – Voucher Class – Purchase Order and Sales Order vouchers

CHAPTER 5: Banking – 2hours

What is Bank Reconciliation Statement - Why we prepare bank reconciliation statement - How to activate auto bank reconciliation in Tally.ERP 9 - Using auto bank reconciliation in Tally.ERP 9 - Shortcut key for bank reconciliation in Tally.ERP 9 - How to undo bank reconciliation in Tally.ERP 9

CHAPTER 6: Allocation and Tracking of Expenses and Incomes - 2 hours

What is a cost centre - Major categories of cost centre - Cost centre and Tally.ERP 9 - To enable cost centre and cost category in Tally.ERP 9 - How to use Cost centres in Tally.ERP 9 - How to generate cost centres report in Tally.ERP 9?

CHAPTER 7: Price Levels and Price Lists - 2 hours

What's meant by price level in world of business - About Price list feature in Tally.ERP 9 - How to set selling price in Tally.ERP 9? - How to modify price list in Tally.ERP 9 - How to import price list in Tally.ERP 9 from Excel file?-How to print price list in Tally.ERP 9

CHAPTER 8: Tax Deducted at Source (TDS) - 2 hours

Configuring TDS in Tally.ERP 9 - Enabling TDS in Tally.ERP 9 - TDS Statutory Masters - Recording Transactions - Booking Expenses and Deducting TDS - Booking Expenses and Deducting TDS Later - TDS Deduction at Lower Rate - TDS Deduction at Zero Rate - Deducting TDS on Payments - Payment of TDS - TDS Outstanding Report

CHAPTER 9: Payroll - 6 hours

Creating attendance or Production Voucher - Manual &Autofill- Creating Payroll Vouchers - Creating Payroll Payment Transactions - Salary payments – PF payments –

Processing ESI Payments - Statements of Payroll– Pay Slip – Pay Sheet – Payroll Statement – Payment Advice

CHAPTER 10: MIS reports – 4hours

Introduction - Balance Sheet in Tally.ERP 9 - Profit & Loss Account in Tally.ERP 9 - Cash Flow/Fund Flow Report in Tally.ERP 9 - Ratio Analysis Report in Tally.ERP 9 - Outstanding Report in Tally - Inventory Reports in Tally.ERP 9 - Stock Summary Report in Tally.ERP 9 - Stock Ageing Analysis Report in Tally.ERP 9 - Statutory Reports in Tally.ERP 9 - GST Reports in Tally.ERP 9 - E-Way Bill Reports in Tally.ERP 9 - TDS Reports - Computation - Challan Reconciliation - Return - eTDS Returns - Outstanding's - Exception Reports - Attendance Report – Payroll Statutory Summary



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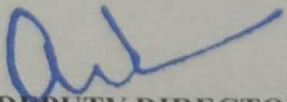


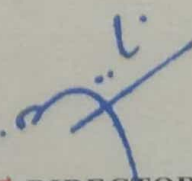
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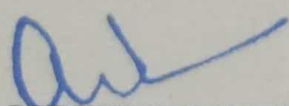


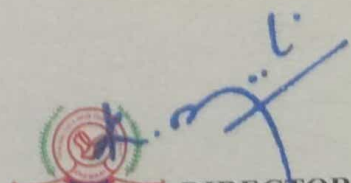
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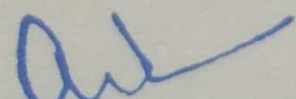


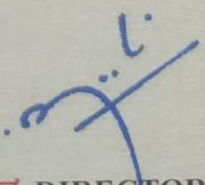
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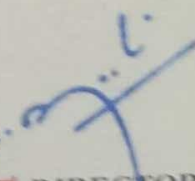
MANIKANDAN K

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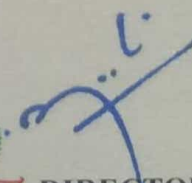
SUJITH KUMAR A R

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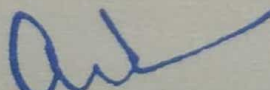


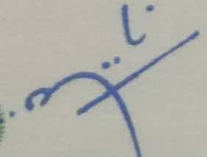
AKSHAYA VINITHA M

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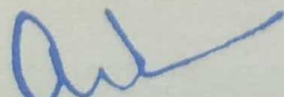


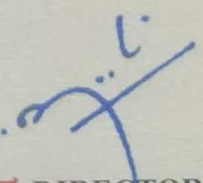
GURUKALA P

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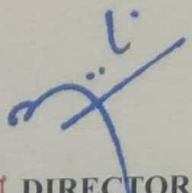
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Conducted from 13.03.2023 to 17.03.2023


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 DIRECTOR



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HARSHINI SREE K B

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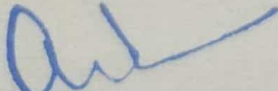


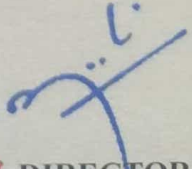
JANANI R

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KARTHIKA A

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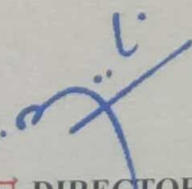
KAVIN PRIYANKA C

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KRITHIKA S

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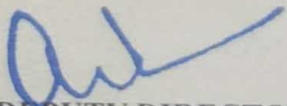


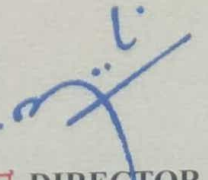
MADHUMITHA S

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MEERA S

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MUTHU PRIYA S

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NIVEDHAA M

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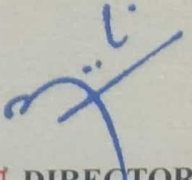
PARVATHA M

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RAJAPRABA B L

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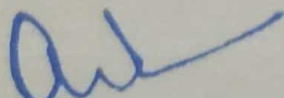


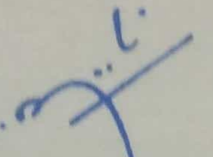
RAJSHREE S

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RAMYA R

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RASHITHA BANU K

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REEMA BARGHANA A

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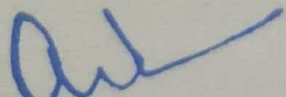


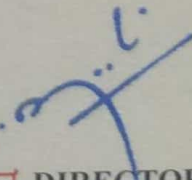
SHARUNANDHINI S

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SRIABINAYA R

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SURUTHIKA M

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SUSHMA CHANDRA G

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SWATHI S

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SWETHA R

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THIWISHA D

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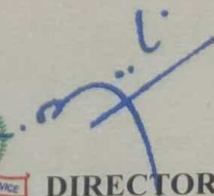
VADIVU D

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VANITHA M

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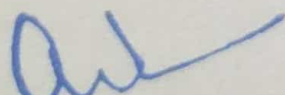


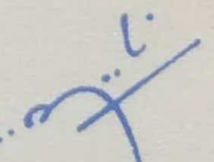
VARUNAVI M

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YUVASRI M

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YUVARANI K

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RAGAVAN K

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MEGALAISHARUBALA S

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