

**TELANGANA TRIBAL WELFARE RESIDENTIAL DEGREE COLLEGE FOR WOMEN**  
**(TTWRDCW), SURYAPET**  
**SURYAPET - 508213**  
**CERTIFICATE COURSE IN TALLY ERP.9**  
**ACADEMIC YEAR 2022-23**

**Total Teaching Hours:45 hours**

**Total marks:50**

**Course Objective:**

Tally is the accounting software used for maintaining business accounts and personal accounts and it works on basic accounting principles. It helps us to track and manage all of our accounts, sales, debts and everything else related to the running of our business.

1. To impart knowledge regarding concepts of Financial Accounting. Tally is an accounting package which is used for learning to maintain accounts.

2. This course helps students to work with well-known accounting software i.e. Tally ERP.9.

3. To make students capable to create company, enter accounting voucher entries including advance voucher entries, reconcile bank statement, do accrual adjustments, and also print financial statements, etc. in Tally ERP.9 software.

4. Accounting with Tally certificate course is not just theoretical program, but it also includes continuous practice, to make students ready with required skill for employability in the job market.

**Course Outcomes:**

Student outcomes describe what students are expected to know and be able to do by the time of graduation. The commerce Department's Bachelor of commerce must enable students to attain, by the time of graduation:

1. After successfully qualifying practical examination, students will be awarded certificate to work with well-known accounting software i.e. Tally ERP.9

2. Student by their own will create company, enter accounting voucher entries including advance voucher entries, reconcile bank statements, do accrual adjustments, and also print financial statements, etc. in Tally ERP.9 software.

3. Students will possess required skill and can also be employed as Tally data entry operator.

**SYLLABUS**

| Course Contents   |
|---|
| <b>Chapter I: Fundamentals of Accounting.</b>                           |
| <b>Chapter II: Maintaining Chart of Accounts in Tally ERP</b>           |
| <b>Chapter III: Maintaining Stock Keeping Units (SKU)</b>               |
| <b>Chapter IV: Recording Day-to-Day Transactions in Tally ERP 9</b>     |
| <b>Chapter V: Accounts Receivable and Payable Management.</b>           |
| <b>Chapter VI: MIS Reports.</b>   |
| <b>Chapter VII: Recording Vouchers with TDS</b>                         |
| <b>Chapter VIII: Recording Vouchers widths (Tax Deducted at Source)</b> |
| <b>Shortcut Keys Practice</b>   |

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**IQAC CO-ORDINATOR**  
Telangana Tribal Welfare  
Residential Degree College  
for Women (TTWRDCW)  
Suryapet (Dist.)-508 213.

*P*  
**Vice Principal**  
T.T.W.R. Degree College (W.)  
Suryapet - 508213

*S. Suneetha*  
**Principal**  
Telangana Tribal Welfare  
Residential Degree College  
for Women (TTWRDCW)  
SURYAPET (Dist.)-508 213