



Sonopant Dandekar Arts, V.S. Apte Commerce & M.H.  
Mehta Science College, Palghar

# **Certificate Course**

## **in**

**Certificate course in Computerised Accounting with  
Tally ERP 9.0**

# **Year 2022 - 23**

**Department of Accountancy**

**Presents**

**40 Hours Certificate Course**

**In**

**Certificate course in Computerised Accounting with Tally ERP 9.0**

**Sonopant Dandekar Arts, V. S. Apte Commerce and M. H. Mehta  
Science College, Palghar**

**Department of Accountancy Certificate  
Course**

**Certificate course in Computerised Accounting with Tally ERP 9.0**

Tally.ERP is a popular enterprise resource planning (ERP) software developed by Tally Solutions Pvt. Ltd. It is widely used by businesses of all sizes, particularly in the field of accounting and finance. Tally.ERP helps organizations manage their financial transactions, inventory, sales, purchases, and other essential aspects of business operations.

Here are some key features and functionalities of Tally.ERP:

**Accounting and Financial Management:** Tally.ERP offers comprehensive accounting features, including ledger management, accounts receivable and payable, bank reconciliation, budgeting, financial statements, and tax management. It supports various accounting methods and can handle multiple currencies and languages.

**Inventory Management:** The software enables businesses to efficiently manage their inventory, including stock tracking, order processing, batch management, bill of materials (BOM), stock valuation, and stock aging analysis. It helps optimize inventory levels and streamline supply chain processes.

**Sales and Purchase Management:** Tally.ERP facilitates the management of sales and purchase processes. It allows businesses to create sales and purchase orders, generate invoices, track outstanding payments, manage discounts, and handle returns and replacements.

**Statutory Compliance:** Tally.ERP helps ensure compliance with statutory requirements by providing tools for tax calculations, e-filing of tax returns, generating tax invoices, and maintaining records as per government regulations.

**Payroll Management:** The software includes payroll management features, allowing businesses to automate payroll processes, calculate salaries, manage employee profiles, track attendance, and generate pay slips and statutory reports.

**Reporting and Analysis:** Tally.ERP provides various reporting options, including financial reports, inventory reports, sales/purchase analysis, cash flow statements, and more. It offers customizable report templates and supports export to different file formats.

**Data Security:** Tally.ERP offers robust data security measures to protect sensitive business information. It includes access controls, user permissions, data backup and restore, and secure data transmission.

## List of Subject Teachers/ Expertise Faculty:

Name Of Faculty	Designation
Mr. Prashant Kadam	Assistant Professor and Hod Accountancy Department, Sonopant Dandekar College, Palghar
Dr. Vijetha Shetty	Chairman Of Board of Studies B. Com Accounting and Finance of Mumbai University, Vivek College, Goregaon West, Mumbai 400062
Prin. Dr. Vishnu Fulzale	Member Of Board of Studies B. Com Accounting and Finance of Mumbai University, Sonubhau Basawat College, Shahapur, Thane
Dr. Nishikant Jha	Member Of Board of Studies B. Com Accounting and Finance of Mumbai University, Thakur College, Kandivali East, Mumbai 400067
Dr. Shreya Mishra	Assistant Professor and Co-Ordinator of BMS, BAF And BBI, Sonopant Dandekar College, Palghar
Prof. Jitendra Tiwari	Assistant professor, Sonopant Dandekar College Palghar
Dr. Vanshika Ahuja	Assistant professor, Seva Sedan College, ullahasnagar
Prof. Masum Mohemedawala	Assistant professor, Sonopant Dandekar College Palghar
Prof. Archana pawar	Assistant professor, Sonopant Dandekar College Palghar

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# Proposal

Sonopant Dandekar Shikshan Mandali's  
**SONOPANT DANDEKAR ARTS, V.S. APTE COMMERCE AND  
M.H. MEHTA SCIENCE COLLEGE, Palghar.**

8<sup>th</sup> July, 2022

To,  
The Principal  
Dr. Kiran Save  
Sonopant Dandekar Arts, V.S. Apte Commerce and  
M.H. Mehta Science College,  
Palghar.

**Subject:** Proposal for Organizing Course in Computerised Accounting with Tally. ERP 9.0

**Name of the Programme:** Computerised Accounting with Tally. ERP 9.0

**Course Objective**

1. To Learn Basic Accounting Terminology
2. To Learn Preparation Ledger, Journal, Subsidiary Books and Trial Balance
3. To Learn Advanced Inventory with Tally.
4. To Learn Vouchers Entries with Tally.
5. To Learn Calculate TDS And TCS with Tally.
6. To Learn Payroll Accounting with Tally.

**Duration:** 40 Hours

**Certification:** Certificate will be provided on the basis of examination.

**Eligibility:** HSC Passed from Any Stream is Eligible

**Fees:** Free

**Intake Capacity:** 50

**Proposed Date -** 17<sup>th</sup> July, 2022

Kindly grant us permission for said course.

*Sanctioned*  
*Kiran*

*Prashant*  
Prof. Prashant Kadam  
HOD  
Accountancy Department

# Notice

**NOTICE**  
**DEPARTMENT OF ACCOUNTANCY**  
Is offering  
**Career Oriented Certificate Course in**  
**Computerized Accounting with tally ERP 9.0**

**Course Objective:**

1. To Learn Basic Accounting Terminology.
2. To Learn Preparation Ledger, Journal, Subsidiary Books and Trial Balance.
3. To Learn Advanced Inventory with Tally.
4. To Learn Vouchers Entries with Tally.
5. To Learn Calculate TDS And TCS with Tally.
6. To Learn Payroll Accounting with Tally.

**Duration of the course** – 3 months (40 hours)

**Eligibility:** H.S.C Pass

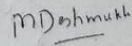
**Fees** - Free

**No. of participants** - 50 students

**Date of commencement** - 17<sup>th</sup> July 2022



Prof. Prashant Kadam  
Head ( Dept. of Accountancy )



Prof. Mahesh Deshmukh  
IQAC Coordinator



Dr. Kiran Save  
Principal

# Brochure



SONOPANT DANDEKAR SHIKSHAN MANDALI'S  
**SONOPANT DANDEKAR ARTS, V. S.  
APTE COMMERCE AND M. H. MEHTA  
SCIENCE COLLEGE, PALGHAR**

*Department of Accountancy organise  
Certificate Course*

## **COMPUTERISED ACCOUNTING WITH TALLY ERP 9.0**



**DATE: 17th July, 2022**



**REGISTRATION**

Asst. Prof. Prashant Kadam    Asst. Prof. Jitendra Tiwari  
8652547539                      9226122191

# Syllabus

Sr no	Name of module and contents	No of lectures
01	<b>Introduction To Accounting Terminology</b> Book keeping, Accountancy, transaction, debtor, creditor, bad debts, doubtful debts, Goodwill, insolvency, outstanding expenses, prepaid expenses, income received in advance, income receivable, bank overdraft, current Asset, current liability, Fixed assets, capital, drawing, cash discount, trade discount and other basic concepts.	02
02	<b>Journal, Ledgers, Subsidiary Books and Trial Balance</b> <ol style="list-style-type: none"> <li>a. Preparation of journal</li> <li>b. Ledger accounts</li> <li>c. Preparation of subsidiary books</li> <li>d. Preparation of trial balances</li> </ol>	03
03	<b>Tally. ERP 9</b> <ol style="list-style-type: none"> <li><b>1. Company Info Menu</b> <ol style="list-style-type: none"> <li>a. Select Company</li> <li>b. Shut company</li> <li>c. Create company</li> <li>d. Alter company</li> <li>e. Security control</li> <li>f. Change tally vault</li> <li>g. Split company data</li> <li>h. Backup</li> <li>i. Restore</li> <li>j. Tally audit feature</li> </ol> </li> <li><b>2. Accounting Information</b> <ol style="list-style-type: none"> <li>a. Accounting Configuration &amp; Features</li> <li>b. Group Creation</li> <li>c. Multiple Group Creation</li> <li>d. Ledger Creation</li> <li>e. Multiple Ledger Creation</li> <li>f. New Voucher Creation</li> </ol> </li> </ol>	35



g. Advance Ledger Creation

**3. Inventory in Tally. ERP 9**

- a. Stock Groups
- b. Stock Categories
- c. Godowns / Locations
- d. Units of Measure
- e. Stock Items
- f. Creating Inventory Masters for National Traders

**4. m Voucher Entry in Tally. ERP 9**

- a. Accounting Vouchers
- b. Inventory Vouchers
- c. Invoicing

**5. Advanced Accounting in Tally. ERP 9**

- a. Bill-wise Details
- b. Cost Centres and Cost Categories
- c. Voucher Class and Cost Centre Class
- d. Multiple Currencies
- e. Bank Reconciliation
- f. Interest Calculations
- g. Budgets & Controls
- h. Scenario Management

**6. Advanced Inventory in Tally. ERP 9**

- a. Order processing
- b. Reorder Levels
- c. Tracking Numbers
- d. Batch issue details
- e. Additional cost details
- f. Bills of materials
- g. Price levels and price list
- h. Stock valuation
- i. Zero values entries

- j. Inventory ageing analysis
- k. Different between actual and bills quantities

**7. Point of Sales (POS)**

- a. Features of Point of Sale (POS) in Tally. ERP 9
- b. Configuring Point of Sale in Tally. ERP 9
- c. Entering POS transactions
- d. POS report

**8. Job costing**

- a. Configuring Job Costing in Tally. ERP 9
- b. Creating Masters for Job Costing
- c. Recording Transactions
- d. Job Costing Reports

**9. Multilingual Capabilities**

- a. Configuring Tally. ERP 9 for Multilingual Capabilities
- b. Creating Masters
- c. Entering Transactions in Multiple languages
- d. Transliteration
- e. Generating Reports

**10. Technological Advantages of Tally. ERP 9**

- a. Tally Vault
- b. Security control
- c. Tally audit
- d. Backup and restores
- e. Split company data
- f. Export and import of data
- g. ODBC connectivity
- h. Web enabled, print preview and online help
- i. Printing of Reports and Cheques

**11. Tally.NET and Remote Capabilities**

- a. Overview of Tally. ERP
- b. Configure Tally.NET features
- c. Connect Company on Tally. ERP
- d. Create remote users

- c. Remote access

**12. Application Management and Controls**

- a. Concept of Control Centre
- b. Installing & Activating Tally.ERP 9
- c. Logging to Control Centre
- d. Managing Accounts using Control Centre

**13. Online Help and Supports**

- a. Features of Support centre
- b. Accessing the Support Centre
- c. Using support centre

**14. TAX deducted at Source (TDS)**

- a. Basic concepts of TDS
- b. Configuring TDS in Tally. ERP 9
- c. Creation of masters
- d. Processing Transactions
- e. TDS reports

**15. Tax Collected at Source**

- a. Basic Concepts of TCS
- b. Configuring Tally.ERP 9 for TCS
- c. Creation of masters
- d. Entering Transactions
- e. TCS reports

**16. Excise for Dealers**

- a. Basic Concepts
- b. Salient Features of Dealer Excise
- c. Enabling Dealer Excise in Tally. ERP 9
- d. Creation of masters
- e. Entering Transactions
- f. Excise Reports
- g. Sales and purchase extracts

**17. Excise for Manufacturers**

- a. Basic Concepts of Excise Duty
- b. Configuring Excise in Tally. ERP 9

	<ul style="list-style-type: none"> <li>c. Creation of masters</li> <li>d. Processing Transactions</li> <li>e. Excise Reports</li> </ul> <p><b>18. Payroll Accounting and Compliance</b></p> <ul style="list-style-type: none"> <li>a. Configuring Payroll in Tally. ERP 9</li> <li>b. Creating Payroll masters</li> <li>c. Processing Payroll in Tally. ERP 9</li> <li>d. Accounting for Employer PF Contributions</li> <li>e. Accounting for Employer ESI Contributions</li> <li>f. Payment of Professional Tax</li> <li>g. Generating Payroll Reports</li> </ul>	
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# Student Attendance List

## Attendance Report -

SONOPANT DANDEKAR SHIKSHAN MANDALI'S  
SONOPANT DANDEKAR ARTS, V.S. APTE COMMERCE  
AND M. H. MEHTA SCIENCE COLLEGE PALGHAR

Department of Accountancy

NAME OF THE EVENT: Certificate Course in Tally.ERP  
NAME OF THE RESOURCE PERSON: Jitendra Tiwari  
DATE 24/02/2023 TIME 12:30 VENUE IT Lab.

Sr. No.	Name of the student	Roll No	Sign
1	Aakrit Prasad	70070	<i>[Signature]</i>
2	Husain Yadao	70052	<i>[Signature]</i>
3	Nishal Yadav	70049	<i>[Signature]</i>
4	Ashwini Anshari	70005	<i>[Signature]</i>
5	Aswami Singh	70051	<i>[Signature]</i>
6	Pranil Patil	70043	<i>[Signature]</i>
7	Pankaj Patil	70045	<i>[Signature]</i>
8	Aditya Patil	1422	<i>[Signature]</i>
9	Sameer Muralikar	1467	<i>[Signature]</i>
10	Teet Talu	1421	<i>[Signature]</i>
11	Sanket Sagale	70065	<i>[Signature]</i>
12	YOGESH M. MACHHE	70010	<i>[Signature]</i>
13	Jaya Jitendra Cupke	70038	<i>[Signature]</i>
14	Nainhavi M. Kansara	70036	<i>[Signature]</i>
15	Harshita R. Deste	70063	<i>[Signature]</i>
16	Ankita A. Singh	1466	<i>[Signature]</i>
17	Chaudhary Anshu	70001	<i>[Signature]</i>
18	Chaudhary Anshu	70007	<i>[Signature]</i>
19	Nishad Sate	70015	<i>[Signature]</i>
20	Sinran Shaikh	70014	<i>[Signature]</i>
21	Prachiti S. Vartak	70062	<i>[Signature]</i>
22	Suvarna V. Dauda	70031	<i>[Signature]</i>
23	Prachiti B. Dandekar	1426	<i>[Signature]</i>
24	Yadav Shivangi	1424	<i>[Signature]</i>
25	Yadav Neha	70007	<i>[Signature]</i>
26	Sayema Malik	70064	<i>[Signature]</i>
27	Furiani Dalhore	70032	<i>[Signature]</i>
28	Deepshikha Singhaloo	70027	<i>[Signature]</i>
29	Nidhanti K. Achari	70033	<i>[Signature]</i>
30	Sonika C. Ghosh	70069	<i>[Signature]</i>
31	Bhavan .N. More	1449	<i>[Signature]</i>

# Assignment Work

## 10. Assignment Work Instructions -

### Assignment Work

#### Assignment Work

1. Create a Company:

2. Create the given Ledgers.

Sr no	Name of Ledger	Under
1	Capital a/c	Capital
2	Cash A/c	Cash/default
3	Purchase A/c	Purchase
4	Sales a/c	Sales
5	Mahesh A/c	Sundry Debtors
6	Nitin A/c	Sundry Creditors
7	HDFC Bank a/c	Bank
8	Machinery A/c	Fixed Assets
9	Land A/c	Fixed Assets
10	Computer A/c	Fixed Assets
11	Carriage Inward a/c	Direct Expenses
12	Wages a/c	Direct Expenses
13	Salaries a/c	Indirect Expenses
14	Printing & Stationery a/c	Indirect Expenses
15	Interest on Loan a/c	Indirect Expenses
16	Electricity Charges a/c	Indirect Expenses
17	Audit Fees	Indirect Expenses
18	Commission to salesman a/c	Indirect Expenses
19	Interest Received a/c	Indirect Income
20	Dividend Received	Indirect Income
21	Investment in Shares	Investment
22	Loan from Bank	Loans(liability)
23	Drawing's a/c	Capital
24	Depreciation a/c	Indirect expenses

3. Voucher entry:

#### 4. Function keys: for Voucher entry

Sr. no	Voucher entry	Function key
1	Cash Payment	F5 (payment)
2	Cash Received	F6 (receipts)
3	Purchase Entry	
4	Cash Purchase	F9 (purchase)
5	Credit Purchase	F9 (purchase)
6	Sales Entry	
7	Cash Sales	F8 (Sales)
8	Credit Sales	F8(Sales)
9	Cash Withdrawn from Bank	F4 (Contra)
10	Cash Deposited with Bank	F4 (Contra)
11	Depreciation	F7 Journal
12	Outstanding Expenses	F7 Journal
13	Pre-paid Expenses	F7 Journal

**Assignment:** Create a Company: SDSM & Co.

Create the following Ledgers

**Assignment:** Entries for Credit Purchase and Credit Sales

**Assignment:** Mix Transactions

**Assignment:** Adjusting Entries

## Syllabus Compliance Report

Sr No.	Topics Covered	Date	Session Hours	Mode
1	Company Creation, select a company, Alter a company	08-08-2022	1	offline
2	Shut a company, Security Features, Back up Restore	09-08-2022	1	offline
3	Group Creation, Ledger Creation	23-08-2022	1	offline
4	Multiple Ledger Creation	24-08-2022	1	offline
5	Voucher Creation, Advance Ledger Creation	25-08-2022	1	offline
6	Stock Group Creation	27-08-2022	1	offline
7	Unit of Measures, Stock Items,	30-08-2022	1	offline
8	Accounting Voucher	01-09-2022	1	offline
9	Inventory Voucher, Invoicing	14-09-2022	1	offline
10	Bill wise details	16-09-2022	1	offline
11	Bill wise Purchase Entries	19-09-2022	1	offline
12	Bill wise Sales Entries	22-09-2022	1	offline
13	Receipts entries	29-09-2022	1	offline
14	Payment's entries	12-11-2022	1	offline
15	Contra entries	13-11-2022	1	offline
16	Expenses Voucher entries	26-11-2022	1	offline
17	Journal Voucher entries	07-01-2023	1	offline



18	Bill wise GST entries for Purchases	08-01-2023	1	offline
19	Bill wise GST entries for Sales	14-01-2023	1	offline
20	TDS entries	15-01-2023	1	offline
21	Debit notes and Credit notes	21-01-2023	1	offline
22	Features of F-12	23-01-2023	1	offline
23	Features of F-11	24-01-2023	1	offline
24	Changing the Period and splitting a company	28-01-2023	2	offline
25	back-up and restore	29-01-2023	1	offline
26	Display of Reports	31-01-2023	1	offline
27	Trial Balance display and rectification of Mistakes	01-02-2023	1	offline
28	Display of Profit & Loss a/c	02-02-2023	2	offline
29	Display of balance sheet	03-02-2023	1	offline
30	Display of Various Ledgers and rectification	04-02-2023	2	offline
31	Display of Sales Register	05-02-2023	2	offline
32	Display of Purchase Registers	07-02-2023	2	offline
33	Export of Reports to Excel	10-02-2023	1	offline
34	Printing of Vouchers	11-02-2023	1	offline
35	Printing of Reports	12-02-2023	1	offline
	<b>Total</b>		<b>40</b>	

# Certificate

SONOPANT DANDEKAR COLLEGE SHIKSHAN MANDALI'S  
SONOPANT DANDEKAR COLLEGE, V.S. APTE COMMERCE & M.H.  
MEHTA SCIENCE COLLEGE, PALGHAR

## CERTIFICATE OF PARTICIPATION

is awarded to

**Prachiti Vartak**

for successfully completing certificate course in Computerized Accounting  
with Tally ERP 9.0 from 8th August, 2022 to February, 2023 organized by  
Department of Accountancy of Sonopant Dandekar College, Palghar.

*mDeshmukh*

Prof. Mahesh Deshmukh  
CFEI - Chairman



*K. Save*

Dr. Kiran Save  
Principal

Sonopant Dandekar Arts College,  
V.S. Apte Commerce College &  
M.H. Mehta Science College  
PALGHAR (M.S.)  
Dist. Palghar, Pin-491404

SONOPANT DANDEKAR COLLEGE SHIKSHAN MANDALI'S  
SONOPANT DANDEKAR COLLEGE, V.S. APTE COMMERCE & M.H.  
MEHTA SCIENCE COLLEGE, PALGHAR

## CERTIFICATE OF PARTICIPATION

is awarded to

**Arbaz Ansari**

for successfully completing certificate course in Computerized Accounting  
with Tally ERP 9.0 from 8th August, 2022 to February, 2023 organized by  
Department of Accountancy of Sonopant Dandekar College, Palghar.

*mDeshmukh*

Prof. Mahesh Deshmukh  
CFEI - Chairman



*K. Save*

Dr. Kiran Save  
Principal

Sonopant Dandekar Arts College,  
V.S. Apte Commerce College &  
M.H. Mehta Science College  
PALGHAR (M.S.)  
Dist. Palghar, Pin-491404

# Report

The course was to equip participants with essential skills in computerized accounting using Tally. This included understanding basic accounting terminology, preparing ledgers, journals, subsidiary books, and trial balances, managing advanced inventory, making voucher entries, calculating TDS and TCS, and handling payroll accounting.

## Course Details:

- **Duration:** The course spanned 40 Hours.
- **Eligibility:** The course was open to individuals who had passed the 12th grade.
- **Fees:** The fee for the entire course was Rs. 500.
- **Participant Capacity:** The course could accommodate up to 50 students.
- **Commencement Date:** 8<sup>th</sup> August, 2022
- **Completion Date:** 12<sup>th</sup> February, 2023

This course was designed to provide practical, career-oriented training to students, helping them gain proficiency in Tally, a leading accounting software. Upon completion, participants had a solid foundation in computerized accounting practices, enhancing their employability and professional growth in the field of accountancy.