



**Sonopant Dandekar Shikshan Mandali's**  
**Sonopant Dandekar Arts, V.S. Apte Commerce**  
**& M.H. Mehta Science College, Palghar**

## **Certificate Course**

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

## **Year 2021 - 22**

**Department of Accountancy**

**Presents**

**40 Hours Online Certification Course**

# INDEX

Sr. No.	Particular	Page No.
1	Proposal of Programme	3
2	Notice	4
3	Brochure	5
4	Course Content	6
5	Syllabus	9
6	Enrollment list	14
7	Attendance Report	17
8	Compliance Report	18
9	Sample Certificates	21
10	Report	23

**Sonopant Dandekar Shikshan Mandali's**  
**Sonopant Dandekar Arts, V.S. Apte Commerce**  
**& M.H. Mehta Science College, Palghar**

5<sup>th</sup> January 2021

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:** Rs. 500/-


**Intake Capacity:** 40 per Batch

**Exam Pattern:**

40 Marks	Internal (assignments)
60 Marks	External (Exam on Tally. ERP 9 )

**Proposed Date - 27<sup>th</sup> January 2021**

*Allowed*  


  
Prof. Prashant Kadam  
HOD  
Accountancy Department



Sonopant Dandekar Shikshan Mandali's

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

(Best College - University of Mumbai)

(Amongst Top 100 Colleges in India by 'India Today - MDRA Survey 2019')

10<sup>th</sup> January 2021

## NOTICE

### DEPARTMENT OF ACCOUNTANCY

#### **Aim- Career Oriented Certificate Course in Computerized Accounting with Tally**

##### **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** – 40 Hours

**Eligibility** – 12<sup>th</sup> Pass

**Fees** – Rs. 500

**No. of participants** – 50 students

**Date of commencement** – 27 January 2021

**Date of completion** – 25<sup>th</sup> April 2022

Prof. Prashant Kadam  
HOD  
Accountancy Department

Prof. Mahesh Deshmukh  
IQAC  
Centre of excellence

Dr. Kiran Save  
PRINCIPAL  
Sonopant Dandekar Arts College,  
V.S. Apte Commerce College &  
M.H. Mehta Science College  
PALGHAR (W.R.)  
Dist. Palghar, Pin-401404

## Brochure



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

### DEPARTMENT OF ACCOUNTANCY



CERTIFICATE COURSE IN  
**COMPUTERISED  
ACCOUNTING WITH TALLY.  
ERP 9.0**

START  
27th  
January  
2021

**Course Objective :**

- 7. To Learn Basic Accounting Terminology**
- 8. To Learn Preparation Ledger, Journal, Subsidiary Books and Trial Balance**
- 9. To Learn Advanced Inventory with Tally.**
- 10. To Learn Vouchers Entries with Tally.**
- 11. To Learn Calculate TDS And TCS with Tally.**
- 12. To Learn Payroll Accounting with Tally.**



Duration of the course – 40 Hours  
Eligibility – 12th Pass  
Fees – Rs. 500  
No. of participants – 50 students

For More Details  
**Prof. Prashant Kadam**  
**8652547539**

## Course Content

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.

## Certificate Course Syllabus Committee:

Sr. No.	Name	Designation
1.	Dr. Kiran J. Save	Principal, Sonopant Dandekar College, Palghar
2.	Prof. Mahesh Deshmukh	Chairperson IQAC, Centre of Excellence, Sonopant Dandekar College, Palghar
3.	Dr. Shreya Mishra	Convenor - Head of Department of BMS, BAF, BBI and M.Com
4.	Mr. Prashant Kadam	Assistant Professor and Hod Accountancy Department, Sonopant Dandekar College, Palghar

## 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
CA Kachan Mali	Asst . Professor ( S.D.S.M COLLEGE , PALGHAR)
Prof. Archana Pawar	Asst . Professor ( S.D.S.M COLLEGE , PALGHAR)
Dr. Vanshika Ahuja	Asst . Professor Seva Sadan College , Ulhasnagae)
Prof. Jitendra S. Tiwari	Asst . Professor ( S.D.S.M COLLEGE , PALGHAR)

## Detailed Syllabus

Sr no	Name of module and contents	No of lectures
01	<p><b>Introduction To Accounting Terminology</b></p> <p>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.</p>	<b>02</b>
02	<p><b>Journal, Ledgers, Subsidiary Books and Trial Balance</b></p> <ul 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> </ul>	<b>03</b>
03	<p><b>Tally. ERP 9</b></p> <p><b>1. Company Info Menu</b></p> <ul 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> </ul> <p><b>2. Accounting Information</b></p> <ul 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> </ul>	<b>35</b>



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. 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

**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

- e. 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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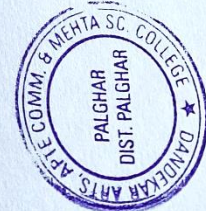
## Syllabus Covered

<b>Sr. No.</b>	<b>Topics Covered</b>	<b>Date</b>	<b>Session Hours</b>	<b>Mode</b>
1	Company Creation, select a company, Alter a company	08-09-2021	1	offline
2	Shut a company, Security Features, Back up Restore	09-09-2021	1	offline
3	Group Creation, Ledger Creation	23-09-2021	1	offline
4	Multiple Ledger Creation	24-09-2021	1	offline
5	Voucher Creation, Advance Ledger Creation	25-09-2021	1	offline
6	Stock Group Creation	27-09-2021	1	offline
7	Unit of Measures, Stock Items,	30-09-2021	1	offline
8	Accounting Voucher	01-10-2021	1	offline
9	Inventory Voucher, Invoicing	14-10-2021	1	offline
10	Bill wise details	16-10-2021	1	offline
11	Bill wise Purchase Entries	19-10-2021	1	offline
12	Bill wise Sales Entries	22-10-2021	1	offline
13	Receipts entries	29-10-2021	1	offline
14	Payment's entries	12-11-2021	1	offline
15	Contra entries	13-11-2021	1	offline
16	Expenses Voucher entries	26-11-2021	1	offline
17	Journal Voucher entries	07-01-2022	1	offline
18	Bill wise GST entries for Purchases	08-01-2022	1	offline
19	Bill wise GST entries for Sales	14-01-2022	1	offline
20	TDS entries	15-01-2022	1	offline
21	Debit notes and Credit notes	21-01-2022	1	offline
22	Features of F-12	23-01-2022	1	offline
23	Features of F-11	24-01-2021	1	offline
24	Changing the Period and splitting a company	28-01-2021	1	offline
25	back-up and restore	29-01-2022	1	offline
26	Display of Reports	31-01-2022	1	offline
27	Trial Balance display and rectification of Mistakes	01-02-2022	1	offline
28	Display of Profit & Loss a/c	02-02-2022	1	offline
29	Display of balance sheet	03-02-2022	1	offline
30	Display of Various Ledgers and rectification	04-02-2022	1	offline
31	Display of Sales Register	05-02-2022	1	offline
32	Display of Purchase Registers	07-02-2022	1	offline

33	Export of Reports to Excel	10-02-2022	1	offline
34	Printing of Vouchers	11-02-2022	1	offline
35	Printing of Reports	12-02-2022	1	offline
	<b>Total</b>		<b>35</b>	

## Enrolled Student LIST

SR No	NAME OF THE STUDENT	CLASS
1	Aarti Ramesh Dhotre	SYBcom
2	Aasif Shabbir Shaikh	SYBCom
3	Aathira madhu	Ty.bcom
4	Dharini Paresh Mehta	TY B.Com
5	Dipesh ganesh bhoir	SYBCOM
6	Gorat Jinesh Manik	SYBCOM
7	Gorkhana Uttam Dasu	Sy B.com
8	Grishma Rajendra Sarode	S.Y.B.com
9	HARDIKA YATISH PATIL	TYBCOM
10	Huma Shakil Shaikh	SYBCOM
11	Jagdish Koti	T.Y.Bcom
12	Janhavi Vasant Patil	S Y Bcom
13	Jayesh prakash Bonge	Tyb.com
14	Kanika Rajesh Raut.	SY. Bcom (A)
15	Kavita Shashikant Salunke	T.Y.B.Com
16	Laxmi sachidanand jha	Syb.com
17	Lija Arun Sahu	Sy.B.com
18	Mamta saroj	T y.b.com
19	Nandita Rajkumar maurya	S.y B.com
20	Neha Purushottam Bhanushali	S.Y.BCOM
21	Nisha Yadav	TY. BCOM (A)
22	Nishita Nilesh Rana	SYBcom
23	Omkar Rameshchandra Parekh	TY bcom
24	Poonam Chaudhary	SY B.com
25	Pranali Balkrushna Patil	B. com
26	Rajesh jadhav	Tybcom
27	Rakshit Kashinath Chipat	T.Y.B.Com
28	Rinkal Kalpesh Patil	Sy bcom
29	Roshan aarif Chouhan	Tybcom Division B
30	Sadaf Mohammad Faruk Shaikh.	TYBCOM
31	Sakshi kishor mhatre	SY. Bcom (C)
32	SALONI SUNIL MANGELA	SYBCOM
33	Saurabh sushil mishra	T.Y.B.com
34	Savita premsagar chaudhary	Sybcom
35	Sejal kalidas meher	S. Y b.Com (b)
36	SEJAL PANKAJ SINGH	Ty Bcom
37	SHAIKH AASIF SHABBIR	FY.B.COM



38	Siddhi Amol Kale	Ty B.com
39	Surendra suresh nam	TYBCOM
40	Tejal Gupta	T. Y. BCOM
41	Trupti Vijay Vaze	B.COM
42	Upama suresh pal	Sy. Bcom
43	Vini Ashok Patel	Tybcom
44	Vishal pal	B.com first year
45	Yadnya Suresh Desai	SYBcom
46	Manali manoj patil	TYBCOM
47	Anuja avinash Chaudhary	TYBCOM
48	Adity kansara	SYBCOM
49	Tanvi more	SYBCOM





# Attendance

SR No	NAME OF THE STUDENT	CLASS	Attendance List																
			08/09/21	09/09/21	10/09/21	11/09/21	12/09/21	13/09/21	14/09/21	15/09/21	16/09/21	17/09/21	18/09/21	19/09/21	20/09/21				
1	Aarti Ramesh Dhotre	SYBcom	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
2	Aasif Shabbir Shaikh	SYBCom	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
3	Aathira madhu	Ty.bcom	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
4	Dharini Paresh Mehta	TY B.Com	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
5	Dipesh ganesh bhoir	SYBCOM	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
6	Gorat Jinesh Manik	SYBCOM	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
7	Gorkhana Uttam Dasu	Sy B.com	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
8	Grishma Rajendra Sarode	S.Y.B.com	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
9	HARDIKA YATISH PATIL	TYBCOM	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
10	Huma Shakil Shaikh	SYBCOM	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
11	Jagdish Koti	T.Y.Bcom	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
12	Janhavi Vasant Patil	S Y Bcom	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
13	Jayesh prakash Bonge	Tyb.com	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
14	Kanika Rajesh Raut.	SY. Bcom (A)	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
15	Kavita Shashikant Salunke	T.Y.B.Com	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
16	Laxmi sachidanand jha	Syb.com	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
17	Lija Arun Sahu	Sy.B.com	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
18	Mamta saroj	T y.b.com	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
19	Nandita Rajkumar maurya	S.y B.com	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
20	Neha Purushottam Bhanushali	S.Y.BCOM	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
21	Nisha Yadav	TY. BCOM (A)	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
22	Nishita Nilesh Rana	SYBcom	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
23	Omkar Rameshchandra Parekh	TY bcom	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
24	Poonam Chaudhary	SY B.com	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
25	Pranali Balkrushna Patil	B. com	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
26	Rajesh jadhav	Tybcom	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
27	Rakshit Kashinath Chipat	T.Y.B.Com	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
28	Rinkal Kalpesh	Sy bcom	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P



## Assignment Work Instructions –

**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

## Certificate of the Course –



**Sonopant Dandekar Shikshan Mandal's**  
**Sonopant Dandekar Arts, V.S. Apte Commerce**  
**and M.H. Mehta Science College, Palghar**  
(Affiliated to University of Mumbai)

- Amongst top 150 colleges as per India Today Nation wise survey
- Awarded Best College by University of Mumbai

**CENTER FOR EXCELLENCE & INNOVATION**  
**DEPARTMENT OF ACCOUNTANCY**

**“CERTIFICATE COURSE IN  
COMPUTERISED ACCOUNTING WITH TALLY.ERP 9.0”**

This is to acknowledge that


Mr./Ms. Aasif Shabbir Shaikh

of SYBCom class of Sonopant Dandekar College


has successfully completed “Certificate Course in Computerised Accounting with Tally.ERP 9.0”

conducted by Department of Accountancy during the academic year 2021-22


and secured A grade.



**Asst. Prof. Prashant Kadam**  
Head, Dept. of Accountancy



**Prof. Mahesh Deshmukh**  
Chairman CFEI



**Dr. Kiran Save**  
Principal

## "Certificate Course in Computerised Accounting with Tally.ERP 9.0"

This Certificate Course Has Helped Participants to Learn How to Prepares Various Ledger, Journals, Subsidiary Books, Trial Balance, Voucher Entries with Tally. ERP 9.

### STUDY REQUIREMENT

- Complete 40hours Practical and Theory
- Regular Test Practice
- Assignments
- Final Examination in Computer Lab

### LEARNING OUTCOMES

- Understood Basic Accounting Terminology
- Understood Preparation of Various Ledger, Journals, Subsidiary Books, Trial Balance with Tally. ERP 9.
- Understood Preparation of Voucher Entries with Tally. ERP 9.
- Understood How to Maintain Inventory Record in Tally

### SYLLABUS

- Accounting Terminology
- Preparation Of Various Ledger, Journals, Subsidiary Books, Trial Balance
- Tally. ERP 9 (Company Info Menu, Accounting Information, Inventory, Voucher Entries, Advanced Accounting, Pos, Job Costing)

### COURSE COORDINATORS

- Asst. Prof. Prashant Kadam
- Asst. Prof. Masum Mohammadwala
- Asst. Prof. Jitendra Tiwari
- Asst. Prof. Archana Pawar



CERTIFICATE ID : ACCT/TALLY/2021-2022/002

## Report

### Department of Accountancy

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, amounting to a total of 40 instructional 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:** January 27, 2021
- **Completion Date:** February 12, 2022

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.



Prof. Prashant Kadam  
HOD  
Accountancy