JAMAL MOHAMED COLLEGE (Autonomous)

Accredited (3rdCycle) with 'A' Grade by NAAC (Affiliated to Bharathidasan University)

Tiruchirappalli - 620 020

PG & RESEARCH DEPARTMENT OF COMMERCE (SF-MEN)



Tally ERP 9 - Practical's (20PCO2CC8P)



SINCE 1951

Dr. L. ASID AHAMED

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Tiruchirappalli

Semester	Code	Course	Title of the	Hours	Credits	Max.	Internal	External
			Course			Marks	marks	marks
II	20PCO2CC8	Core –	TALLY ERP 9 –	6	4	100	20	80
	P	VIII	PRACTICAL					

Course Outcomes

At the completion of this course, the students will be able to

- CO 1 demonstrate knowledge of ERP software package and to prepare the Final accounts of a concern with Tally Software
- CO 2 Prepare the necessary reports with relevance to an organization dealing with goodsusing Tally ERP
- CO 3 Apply the principles of accounting in preparing Bank Reconciliation statement and tocreate cheque printouts in Computerised accounting environment
- CO 4 Create Wage and Salary administration strategies mechanically with the help of Tally software for an organization which had TDS and also ESI and PF contributions
- CO 5 Practice GST compliance in which the intrastate and interstate supply of goods are made and prepare and upload GST Returns and upload them to GST portal

Unit I 18 hours

Introduction to Tally ERP 9 – Company: Creation, Selection, Shutting up and Alteration – F 11 Features & F 12 Configurations – Accounting Masters - Ledgers and Groups: Creation, Display, Alteration & Deletion in Single and Multiple options – Predefined Groups – Preparation of Trial balance – Entering Closing Stock – Accounting Vouchers: Accounts Only Mode - – Preparation of Final Accounts – Adjustment Entries – # Displaying Financial Statements and Reports #

Unit II 18 hours

Inventory Masters: Stock Group - Stock Category - Stock Item - Creation, Display, Alteration & Deletion in Single and Multiple options - Unit of Measurement - Godown: Single & Multiple Godowns - Inventory Vouchers - Passing Different Accounting Vouchers - Order Processing - Purchase and Sales Order - Cost Centres and Cost Categories - Usage in Transactions - # Creations of Item Invoice and Accounting Invoice #

Unit III 18 hours

Banking Module: Cheque Printing – Single and Multiple Mode – Cancellation of a Cheque – Deposit Slip – Payment Advice – Cheque Register - Bank Reconciliation Statement – Preparation of BRS – From Cash Book to Pass Book and vice versa – Using Overdraft Balance in BRS – Interest Calculation: Simple Mode and Advanced Mode

Unit IV 18 hours

Payroll Administration: Configuration and Activation – Employee Masters – Attendance / Production Types - Payroll Units – Pay Heads – Salary Processing – Accounting for Employer Contribution towards PF & ESI – Generation of Attendance Sheet & Payslip - Tax Deducted at Source – TDS Masters – Configuring TDS at Group Level and Ledger Level – Making Payment to Government – Generation of TDS Reports – # **E-Filing** #

Unit – V 18 hours

Introduction to Goods and Services Tax – Transfer of Input Tax Credit to GST – Intrastate – Interstate Supply – Inward & Outward Supply – Purchase Returns & Sales Returns – Generating GSTR 1 & GSTR 2 – Input Tax Credit Set Off – Modes of Payment – Exporting the GSTR 1 Return and uploading in GST portal.

Case Studies in All Units – For Teaching Purpose Only ## Self Study Portion

Bank Reconciliation Statement

Problem

Investment capital Rs. 200000 on 1-4-2022

Deposit into bank Rs. 50000 on 1-4-2022

Paid to Ramesh by cheque Rs. 5000

Paid to Kumar by cheque Rs. 3000

Paid to Devi by cheque Rs. 4000

Cheque received from Kavi Rs. 7000

Cheque received from Kala Rs. 4500

Cheque received from Mani Rs. 6000

As per the cash book

Cheque Deposit into bank on 2-4-2022 by/of

Ramesh on 1-4-2022 Devi on 1-4-2022

Kavi on 2-4-2022 Mani on 2-4-2022

Procedure:

Company creation -> Change period and date

GWT -> Accounts Info. -> Create necessary Ledger

Such as:

Name Under

Capital Capital A/c

Bank A/c

Ramesh Sundry Creditor

Kumar Sundry Creditor

Devi Sundry Creditor
Kavi Sundry Debtor
Kala Sundry Debtor
Mani Sundry Debtor

GWT -> Accounting Voucher -> Enter Receipt (F6)

Enter Contra (F4)

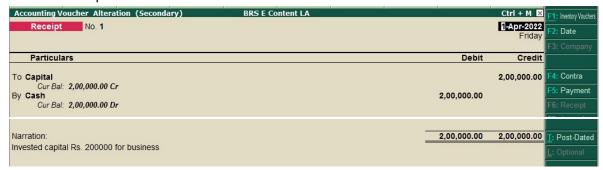
Enter Payment (F5)

Result:

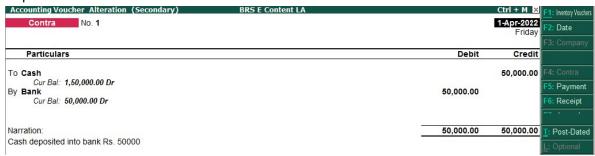
GWT -> Display -> Account Books -> Cash/Bank Book -> Click Enter Twice -> Click F5 for reconcile -> Enter the given date of the cheque for both the payment and receipt (sundry debtors and creditors cheques).

Click F5 to view the reconcile status of the bank

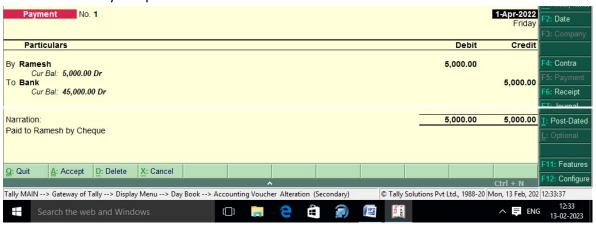
Investment capital Rs. 200000 on 1-4-2022



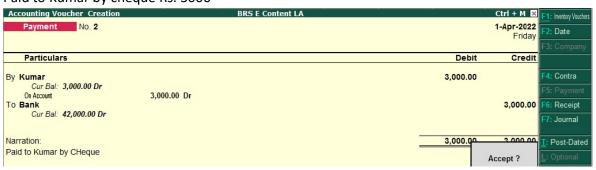
Deposit into bank Rs. 50000 on 1-4-2022



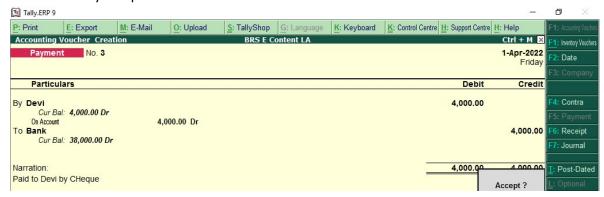
Paid to Ramesh by cheque Rs. 5000



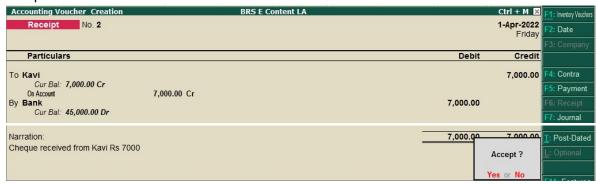
Paid to Kumar by cheque Rs. 3000



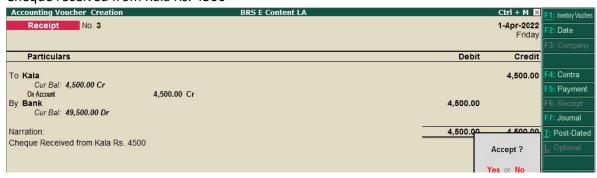
Paid to Devi by cheque Rs. 4000



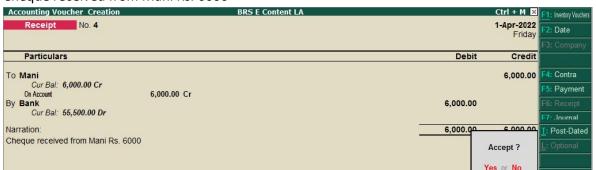
Cheque received from Kavi Rs. 7000



Cheque received from Kala Rs. 4500



Cheque received from Mani Rs. 6000



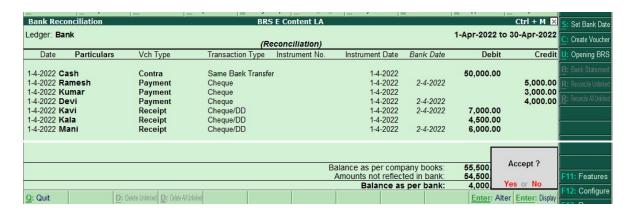
Result:

As per the cash book

Deposit into bank on 2-4-2022

Ramesh on 1-4-2022 Devi on 1-4-2022 Kavi on 2-4-2022 Mani on 2-4-2022

GWT -> Display -> Account Books -> Cash/Bank Book -> Click Enter Twice -> Click F5 for reconcile -> Enter the given date of the cheque for both the payment and receipt (sundry debtors and creditors cheques).



Click F5 to view the reconcile status of the bank

