



Bharath

INSTITUTE OF HIGHER EDUCATION AND RESEARCH

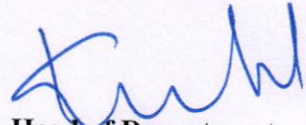
(Declared as Deemed-to-be University under section 3 of UGC Act 1956)

CIRCULAR

07.02.2018

The School of computing, Bharath Institute of Higher Education and Research is planned to conduct a certification value added course on **Certificate Course of Hands on training on Tally** for the benefit of II, III, IV year students. This course is scheduled from 09.02.2018 for 30hours which includes theory and practical. The timings are 1:30 PM to 4:30 PM from Friday (AN) and Saturday (FN&AN).

All Registered Students must attend all the classes without fail. The following faculty members are assigned to handle the course. S.NO	Name of the Faculty	Designation
1	Dr.C.Nalini	Professor
2	Dr.C.Rajabhushanam	Professor


Head of Department

To

Copy to CSE

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HEAD OF DEPARTMENT
Department of Computer Science & Engg.,
Bharath Institute of Higher Education & Research
(Declared as Deemed to be University U/S 3 of UGC Act, 1956)
Chennai-600 073. INDIA



CERTIFICATE COURSE OF HANDS ON TRAINING ON TALLY

Date of Introduction of the Course: 09.02.2018

COURSE SYLLABUS

1. Basics of Accounting

Type of Accounts, Golden Rules of Accounting, Accounting Principles, Concepts and Conventions, Double Entry System of Book Keeping mode of accounting, Financial Statements, Transactions, Recording Transaction.

2. Fundamental of Tally.ERP9

Getting fundamental with Tally.ERP9, Creation & Setting up of Company in Tally.ERP9, Accounting Masters in Tally.ERP9, F11 Features, F12 Configurations, Setting up Account Head

3. Inventory in Tally.ERP9

Stock Group, Stock Categories, Go-downs / Locations, Units of Measure, Stock Items

4. Voucher Entry in Tally.ERP9

Accounting Vouchers, Inventory Vouchers, Invoicing

5. Advance Accounting in Tally.ERP9

Bill-wise details, Cost Centers and Cost Categories, Multicurrency, Bank Reconciliation, Interest Calculations, Budgets & Controls, Scenario Management

6. Advanced Inventory in Tally.ERP9

Order Processing, Re-order Level, Tracking Number, Batch-wise details, Additional Cost Details, Bill of Materials (BOM), Price Level and Price List, Stock Valuation, Inventory Ageing Analysis, Different and Billed Quantities

7. Point of Sales (POS)

Features of Point of Sales (Pos) in Tally.ERP9, POS Invoice, POS Report

8. Job Costing

Configuration Job Costing in Tally, Creating Master for Job Costing, Recording Transactions, Job Costing Report

9. Multilingual Capability

Configuring Tally.ERP9 for Multilingual Capability, Creating Master, Entering Transaction, Generating Report

10. Technological Advantages of Tally.ERP9

Tally Vault, Security Control, Tally Audit, Backup and Restore, Split Company data, Export & Import, ODBC Connectivity, Online Help, Printing Report, Data Synchronization

11. Tally.NET features

Over View of Tally.NET, Configuring Tally.NET Features, Connect Company on Tally.NET, Create Remote User, Authorize Remote User, Remote Access

12. Application Management and Control

Concept of Control Center, Installing & Activating Tally.ERP9, Logging to Control Center, Managing Accounts using control center

13. Online Help and Support

Features Support Center, Accessing Support Center, Using Support Center

14. Goods and Services Tax

Basics of GST, Configuring GST Features, Creating Masters, Entering Transactions, GST Report, GST Filing

15. Tax Deducted at Sources (TDS)

Basic Concepts of TDS, Configuring TDS in Tally.ERP9, Creation Masters, Processing Transaction, TDS Reports

16. Payroll and Compliances

Configuration Payroll in Tally.ERP9, Creating Payroll Masters, Processing Payroll in Tally.ERP9, Accounting for Employer PF Contribution, Accounting for Employer ESI Contribution, Payment of Professional Tax

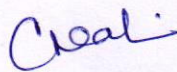
COURSE OBJECTIVES

In this course we plan to give students an overview of the Tally, a complete system for business accounting and inventory management. It provides various facilities like Govt. supported formats, multilingual operations, online functions and processing for small, medium and big businesses. The present version of Tally has many advanced features like better data migrating, payroll management, TDS, TCS, job costing and point- of sale invoicing etc. It is our objective that students will develop the skills needed to become a practitioner in Tally.

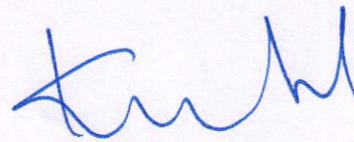
Specifically, the course has the following objectives:

Students will

- Understand the concepts of Tally and also implement the same concepts wherein need.
- step by step process with detailed explanation of each and every topic
- Knowledge on Tally using .NET features for Creating Remote User, Authorize Remote User, Remote Access
- Learn processing and recording of transactions through Tally
- Extensive Learning hours with real time practice on data sets for better learning and increased retention



COURSE COORDINATOR



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CERTIFICATE COURSE OF HANDS ON TRAINING ON TALLY

Date of Introduction of the Course: 09.02.2018

The timings are 1:30 PM to 4:30 PM from Friday (AN) and Saturday (FN&AN).

Time Table & Lesson plan

CLASS	DATE	TOPIC
1,2	09-02-2018(AN)	1. Basics of Accounting Type of Accounts, Golden Rules of Accounting, Accounting Principles, Concepts and Conventions, Double Entry System of Book Keeping mode of accounting, Financial Statements, Transactions, Recording Transaction.
3,4	09-02-2018(AN) 10-02-2018(FN)	2. Fundamental of Tally.ERP9 Getting fundamental with Tally.ERP9, Creation & Setting up of Company in Tally.ERP9, Accounting Masters in Tally.ERP9, F11 Features, F12 Configurations, Setting up Account Head
5,6	10-02-2018(FN)	3. Inventory in Tally.ERP9 Stock Group, Stock Categories, Go-downs / Locations, Units of Measure, Stock Items 4. Voucher Entry in Tally.ERP9 Accounting Vouchers, Inventory Vouchers, Invoicing
7,8	10-02-2018 (FN) 10-02-2018(AN)	5. Advance Accounting in Tally.ERP9 Bill-wise details, Cost Centers and Cost Categories, Multicurrency, Bank Reconciliation, Interest Calculations, Budgets & Controls, Scenario Management
9,10	10-02-2018 (AN)	6. Advanced Inventory in Tally.ERP9 Order Processing, Re-order Level, Tracking Number, Batch-wise details, Additional Cost Details, Bill of Materials (BOM), Price Level and Price List, Stock Valuation, Inventory Ageing Analysis, Different and Billed Quantities
11,12	16-02-2018 (AN)	7. Point of Sales (POS) Features of Point of Sales (Pos) in Tally.ERP9, POS Invoice, POS Report

		8. Job Costing Configuration Job Costing in Tally, Creating Master for Job Costing, Recording Transactions, Job Costing Report
13,14	16-02-2018 (AN) 17-02-2018 (FN)	9. Multilingual Capability Configuring Tally.ERP9 for Multilingual Capability, Creating Master, Entering Transaction, Generating Report
15,16	17-02-2018 (FN)	10. Technological Advantages of Tally.ERP9 Tally Vault, Security Control, Tally Audit, Backup and Restore, Split Company data, Export & Import, ODBC Connectivity, Online Help, Printing Report, Data Synchronization
17,18	17-02-2018 (FN) 17-02-2018 (AN)	11. Tally.NET features Over View of Tally.NET, Configuring Tally.NET Features, Connect Company on Tally.NET, Create Remote User.
19,20	17-02-2018 (AN)	11. Tally.NET features (Continued) Authorize Remote User, Remote Access
21,22	23-02-2018 (AN)	12. Application Management and Control Concept of Control Center, Installing & Activating Tally.ERP9, Logging to Control Center, Managing Accounts using control center
23,24	23-02-2018 (AN) 24-02-2018 (FN)	13. Online Help and Support Features Support Center, Accessing Support Center, Using Support Center
25,26	24-02-2018 (FN)	14. Goods and Services Tax Basics of GST, Configuring GST Features, Creating Masters, Entering Transactions, GST Report, GST Filing
27,28	24-02-2018 (FN) 24-02-2018 (AN)	15. Tax Deducted at Sources (TDS) Basic Concepts of TDS, Configuring TDS in Tally.ERP9, Creation Masters, Processing Transaction, TDS Reports
29,30	24-02-2018 (AN)	16. Payroll and Compliances Configuration Payroll in Tally.ERP9, Creating Payroll Masters, Processing Payroll in Tally.ERP9, Accounting for Employer PF Contribution, Accounting for Employer ESI Contribution, Payment of Professional Tax

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COURSE COORDINATOR

[Signature]

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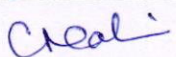


CERTIFICATE COURSE OF HANDS ON TRAINING ON TALLY
Date of Introduction of the Course: 09.02.2018

School of Computing **Registered Students Name List**

S.NO	REG.NO	NAME OF THE STUDENT
1	U14CS001	AADHITYA MALLIKA ARJUN
2	U14CS002	AAVULA DIXITH REDDY
3	U14CS003	ABDUL RAHIM.M
4	U14CS004	ABDUL RAZVI .M.K
5	U14CS005	ABDUR RASEED
6	U14CS006	ABHIKAMALI .A
7	U14CS007	ABHISHEK MANDURI
8	U14CS008	AJAY.D
9	U14CS009	AKASH CHANDRA AMBASTHA
10	U14CS010	AKHIL REDDY.G
11	U14CS011	AKSHAY.R
12	U14CS012	AMAR BASUMATARY
13	U14CS013	ANDREW JOSEPH.V
14	U14CS014	ANGELIN .R
15	U14CS015	ANKITA
16	U14CS016	ANNILKRISHNAN .K
17	U14CS017	ASHUTOSH SRIVASTAVA
18	U14CS019	ARAMBAKAM,YASWANTH
19	U14CS021	AREEF SYED
20	U14CS022	ARUN KUMAR SINGH
21	U14CS023	ASIF NAZIR WANI
22	U14CS024	ATUL ANAND
23	U14CS025	BACHU HARISH
24	U14CS026	BALA MURUGAN .P
25	U14CS027	BALAJI SINGH. T

26	U14CS028	BALAJI.S
27	U14CS029	BALAKRISHNAN.T
28	U14CS031	BISHAL BANIK
29	U14CS032	BODA VEERA VENKATA RAVI TEJA
30	U14CS033	BOORAGADDA VAMSI KRISHNA
31	U14CS034	BOYAPATI VINAY
32	U14CS035	BYSANI VENKAT SANDEEP
33	U14CS036	CHARAN.G
34	U14CS038	CHIDIRALA.SAI SHANKAR
35	U14CS039	CHINTAGUNTA MARUTHI VENKATESWARA REDDY
36	U14CS040	CHINTAPANTI SRIKANTH
37	U14CS041	CHINTLA VENKATESH
38	U14CS042	CHUDAAMANI.V
39	U14CS044	DARA DEEPTHI
40	U14CS045	DEEPAKSANKAR REDDY.M
41	U14CS046	DEVARAPALLI HIMAKAR
42	U14CS047	DEVULAPALLY NAGARAJU
43	U14CS048	DIVYA RUPINI.B
44	U14CS049	EVELIN JUGI.R
45	U14CS050	FAZIL AHAMED.J
46	U14CS146	RAM KUMAR PANDEY
47	U14CS147	RAMANATHAN.J
48	U14CS149	RANGAPUR VIKAS REDDY
49	U14CS151	RAVIPATI SUBBARAYUDU
50	U14CS153	RONU SHARMA
51	U14CS154	RUSHIKA TIWARI
52	U14CS155	TAMMINANA SAGAR
53	U14CS156	SAGI AKSHAY KUMAR
54	U14CS157	SAJJA. SURENDRA PRASAD
55	U14CS158	SAMPA PARH
56	U14CS159	SANASAM VEDRAJ SINGH
57	U14CS160	SANDEEP INGUVA
58	U14CS161	SANJAY KUMAR YADAV
59	U14CS162	SANTHOSH KUMAR.N
60	U14CS163	SASHAANK.S
61	U14CS164	SAURAV KUMAR


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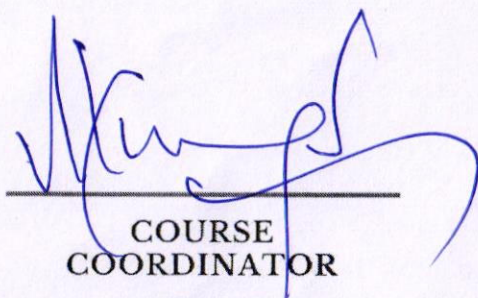
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PARTICIPATION CERTIFICATE

THIS CERTIFICATE IS PRESENTED TO

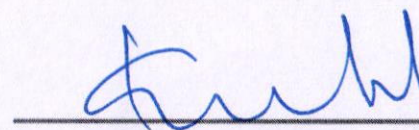
SABUJ BARMAN

For actively participating in the value added course "**HANDS ON TRAINING ON TALLY**"
Conducted by School of Computing, BIHER from 09.02.2018 to 24.02.2018.



**COURSE
COORDINATOR**

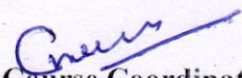
DIRECTOR

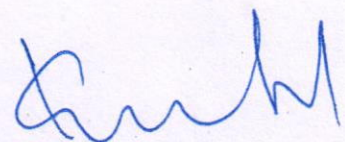


**HEAD OF THE
DEPARTMENT**

CERTIFICATE COURSE ON TALLY




Course Coordinator


Head of the Department

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Chennai-600 073, INDIA

COURSE FEEDBACK FORM

Academic Year		2017-2018					
Term		Term - 2					
Course Number							
Course Title		HANDS ON TRAINING ON TALLY					
Number of Credits							
Type of Course	Regular		Elective		Add-on		✓

I. Information on the Respondent: (Tick (✓) Appropriately)

1. Percentage of classes attended

0-20		20-40		40-60		60-80	✓	80-100	
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2. Number of hours per week spent on the course (Other than lecture hours)

0-2		2-4	✓	4-6		6-8		8-10	
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3. Preparation for the course by the student:

- | | |
|-------|---|
| (i) | Have done part of this course earlier |
| (ii) | Has adequate prior exposure to the prerequisites |
| (iii) | Had to pickup relevant additional topics through concurrent study |
| (iv) | Have no exposure to the background material |

4. The expectations for taking the course by the student are:

- | | |
|-----|--|
| (a) | Enhance by skill base in the area of specializations |
| (b) | Get exposed to a relevant subject |
| (c) | Curiosity |
| (d) | Better Employment Opportunity |
| (e) | Complete Course requirements |
| (f) | To Improve CGPA |

About the Instructor: Information on the Respondent: (Tick (✓) Appropriately)

		A	B	C	D	E
1.	Pace of the Teaching/lecture			✓		
2.	Comment of the Subject			✓		
3.	Clarity of expression			✓		
4.	Level of preparation			✓		
5.	Level of interaction			✓		
6.	Accessibility outside the class			✓		
7.	Others (please specify					

A: Excellent		B: Very Good		C: Good		D: Satisfactory		E: Poor	
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Term		Term - 2				
Course Number						
Course Title		HANDS ON TRAINING ON TALLY				
Number of Credits						
Type of Course	Regular		Elective		Add-on	✓

I. Information on the Respondent: (Tick (✓) Appropriately)

1. Percentage of classes attended									
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2. Number of hours per week spent on the course (Other than lecture hours)									
0-2		2-4	✓	4-6		6-8		8-10	

3. Preparation for the course by the student:	
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	A	B	C	D	E
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2. Comment of the Subject			✓		
3. Clarity of expression			✓		
4. Level of preparation			✓		
5. Level of interaction			✓		
6. Accessibility outside the class			✓		
7. Others (please specify)					

A: Excellent		B: Very Good		C: Good		D: Satisfactory		E: Poor	
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