

Savitribai Phule Mahila Mahavidyalaya, Satara

Department of Commerce and Management

Skill And Career Oriented Course

**Certificate Course in Diploma, Advance Diploma in Computerized
Accounting and Tally**

Level - 1

Class:- B.Com – II

Chief Co-ordinator:- Dr.S. S. Pawar

Co-ordinator:- Mrs. Bote. N. L

Course duration:- 2 month's

Periods:-60

Introduction:-

Computerized accounting system is important for business in various ways. It helps staff to become efficient, productive and to maintain all financial information well organized. It saves companies time and money. The use of computer makes accounting information simple. Business transaction is entered into the system and the system posts transactions accordingly. This system is useful for finding the information in quick manner. Operator can see any financial information whenever it is needed. This computerized system data can be stored quickly and to avoid losing any information. Financial statements are printed directly from the system and are distributed internally and externally to those needing the information. Data within the computerized accounting system is accurate and up-to-date.

Reports are required on a regular basis from various government Agencies. a computer system can organize their data and reports to comply with this statutory requirements savings time. Tally ERP.9 Solution Pvt.Ltd, a Bangalore company in India, It's a very user- friendly and popular Accounting Software that runs on MS windows and also computes for Indian VAT,TDS (+GST) and service Tax. It can even maintain your accounts and Inventory simultaneously.

Considering this importance of the computerized accounting and tally department of commerce and management has taken initiative for imparting skill among the students regarding computerized accounting and tally.

Objectives:

- To students able to operate computerized accounting system in proper manner.
- To train students for maintain computerized account with the help of tally
- To impart skills among the students regarding analysis and preparing final accounts and statements of the company.

Job Apportunities :-

1. Tally operator / Computer operator with Tally & GST
2. Tally Accountant Data entry operator.
3. Computer Teacher, Computer Accountant.
4. Hiring for Tally operator / Tally clerk / Tally Accountant.
5. Tally operator / Computer operator and sales staff & talecallar.

Learning Outcome:-**Course Structure**

Leval	Course Name	Name of the paper	No Periods	
			Theory	Practical
II	Diploma	Paper I - Section -I : Basice Accounting and Tally - ERP - 9	05	15
		Section II: Use of Tally in Corporate Sector		
		Paper-III- Practical, Demo and Project , Viva-voce		
		Paper I - Section -I : Manual Accounting and Tally	05	15
		Section II: Bank Final Account with Tally		
		Paper-III- Practical, Demo and Project , Viva-voce		
		Paper I - Section -I : Applied Tally with Inco me Tax	05	15
		Section II: Applied Tally with GST		
		Paper-III - Practical, Demo and Project , Viva-voce		
		Total	15	45

B.Com Part II

Diploma in e-Accounting – Paper I

Unit No.	Name & Contents of Unit	No. of Lectures	Teaching Methods	Co-ordinate	Job Role
1	Manual Accounting Background Meaning, business accounting, concepts, business transaction, accounting software, cash and credit transaction, goods, assets, liabilities, capital, debtors, creditors, double entry system, debit / credit, types of accounts, rules for accounting, journalizing the transaction, debit note credit note, ledger book, trial balance, types of balances, debit balances, credit balances.	10	Group Discussion Lecture PPT Practical Work		
2	Issue of shares Issue of shares at par, Issue of shares at premium, Issue of shares at discount, Redemption and Forfeiture of shares.	10	Lecture PPT Practical Work		
3	. Income From Salary Income From Salary and Income from House Property Income from Business and Profession and Income from Capital Gain and other sources of accounting.	10	Lecture PPT Practical Work		

Objective: To obtain knowledge of various e-accounting software and practical areas

Note: Academic Year should be considered as an Assessment Year.

Reference Books

- 1) Book Keeping & Accountancy- M.G. Patkar
- 2) Basic Accounting- Kotalwar

B.Com Part II

Diploma in e-Accounting – Paper II

Unit No.	Name & Contents of Unit	No. of Lectures	Teaching Methods
01	Bank Final Accounts Preparation of final accounts in a vertical format. Accounting for insurance companies. Life insurance and general insurance, introduction, accounting forms, financial statement with schedules	10	Group Discussion Lecture PPT Practical Work
03	Payroll Accounting functions (PF, ESI, PT) Introduction to Payroll, Payroll function in Tally, Enable & configure Payroll, Generation of reports, Pay slip, Pay sheet, Payroll Register, Gratuity report, Expert reports, Configuring Printing Report, Group Summary, Attendance Register, Payroll practice Exercises,	10	Lecture PPT Practical Work
04	Introduction of E-Filing CST (Form 1), e-VAT (Form 14), e-TDS (Form 16A, 26Q & 24Q), ESI & PF : Professional Tax, Service Tax (ST-1, ST-2, ST-3) Income Tax (ITR-1, ITR-2, ITR-3, ITR-4), Tax Form Download, Form Fill up & Upload	10	Lecture PPT Practical Work

Note: Academic Year should be considered as an Assessment Year.

Reference Books

- 1) Tally ERP 9.0- Phadake
- 2) Tally ERP 9.0- Ashok Gupta
- 3) e- Accounting using tally ERP 9.0 – S. Bhatia
- 4) Tally ERP 9.0- Vikas Gupta
- 5) Income - Tax Law & Practice - Dinkar Pagare

Rayat Shikshan Sanstha's

Savitribai Phule Mahila Mahavidyalaya, Satara.

Department Of Commerce

SHORT TERM COURSE IN TALLY ERP.9 GST

S.Y.B.Com ACADEMIC YEAR: 2021-2022

Time Table

Sr.No.	Time	Class	Mon	Tues	Wed	Thu	Fri	Sat
B-I	11.30 am TO 1.30pm	S.Y.B.Com.	Theory NLB F-15	Theory NLB F-15	Theory NLB F-15	Practical NLB F-7	Practical NLB F-7	Practical NLB F-7
B-II	11.30 am TO 1.30pm	S.Y.B.Com.	Theory NLB F-15	Theory NLB F-15	Theory NLB F-15	Practical NLB F-7	Practical NLB F-7	Practical NLB F-7
B-II	11.30 am TO 1.30pm	S.Y.B.Com.	Theory NLB F-15	Theory NLB F-15	Theory NLB F-15	Practical NLB F-7	Practical NLB F-7	Practical NLB F-7

Name of the Skill Trainer: Miss.Nilam Lahudas Bote.


Coordinator
(Tally ERP.9 with GST)


HOD




Principal



Rayat Shikshan Sanstha's
Savitribai Phule Mahila Mahavidyalaya, Satara.

Department of Commerce
Short Term Course in Tally Erp.9 GST
S.Y B.Com ACADEMIC YEAR: 2021-2022

Report

Co-ordinator Name- Smt. Nilam Lahudas Bote

Skill Teacher: Smt. Nilam Lahudas Bote

Introduction-

Tally ERP.9 GST is very user friendly Account in Software. That runs on MS Windows and also computer Indian VAT, TDS, GST (Goods and Service Tax) and now GST. It can Even Maintain Your Accounts and Inventory simultaneously a few key features of tally are listed below-

1. Codeless Accounting System
2. Unlimited Accounting Period
3. Simultaneous Accounting operation of multiple companies.
4. Accounting for Complete group of Companies.
5. Top level Accounting Security for company

Course Statistical Report-

Total Student Participated	Total Student Appeared in Exam	Total Passed Student With Certificate	Remark
137	128	128	

About Projects-

Student have completed Poster Presentation in different topics related to Tally ERP .9 GST

Total 12 student are completed Presentation theirs in different topics like

Data Import and Export Facility, Vouchers, create company, Inventory, Budgeting, Tally Process, and GST Ration analysis Cash flow and Fund flow Statement.

Photo-



Tally ERP.9 GST Short term course Tread fair day opening





Tally Lab Practical



Conclusion-

Skill development short term course Tally ERP.9 GST was completed during 21/3/2022 to 30-5-2022. Total admitted student of this course was 128, in which has attended exam and also provide certificate to all students and with feedback completed.


Coordinator

Miss. Bote N.L


Chairman

Mrs.Varnekar M.V.


Principal

Prin.Dr. Shivling Menkudale

