



**DEPARTMENT OF COMMERCE (AIDED)**

**VALUE ADDED COURSE 4**

**ADVANCED TALLY WITH GST**



UPRN	Name Of the Student	Day 1					Day 2	I
		11/12	12/12	13/12	14/12	15/12		
191114101	AISWARYA MOHAN	P	P	P	P	P		
191114102	AISWARYA S	a	a	P	a	a		
191114103	ANUMOL V A	P	P	P	P	P		
191114104	APARNA S	P	P	P	P	P		
191114105	ARCHANA K M	P	P	P	P	P		
191114106	ARCHANA MOHANAN	P	P	a	P	P		
191114107	ARUNIMA NAIR	a	P	P	a	a		
191114108	ASHIN K SAM	a	P	a	a	a		
191114109	BISMOL K B	P	P	P	a	a		
191114110	MEERA SURESH	P	P	P	P	P		
191114111	MITHIYA SARA SUNNY	a	P	a	P	P		
191114112	PRIYA SABU	P	P	a	P	P		
191114113	S R SOUBHAGYA	a	P	a	a	a		
191114114	SANDRA K ANIL	P	P	P	P	P		
191114116	SHILNA S	P	P	P	P	P		
191114117	SHIN MARY PAUL	P	P	P	P	P		
191114118	TIJU THAMPYKUTTY PAULOSE	P	P	P	P	P		
191114119	VYSHNAVI M	P	P	P	P	P		
191114120	ANJANA RAJAGOPAL	a	P	a	P	P		
191114122	BINYMOL K ELDHOSE	P	P	P	P	a		
191114123	CHINCY LOODY	P	P	P	P	P		
191114124	DEXINA TOMY	P	P	P	P	P		
191114125	DONA ELZA DAVID	P	P	P	P	P		
191114126	FEBI SARA BINU	P	P	P	P	P		
191114127	FETTY ELSA THOMAS	P	a	a	P	P		
191114128	GOPU GOPAKUMAR	P	P	P	P	P		
191114129	HARITHA K S	P	P	P	P	P		
191114130	JAYASANKAR S	a	a	a	a	a		
191114131	JYOTHIS JACOB	P	P	P	P	P		
191114132	KEVIN GEORGE BENJAMIN	P	P	P	P	P		
191114133	KRIPA SUSAN SABU	P	P	P	P	P		
191114134	KRISHNENDHU BANARJEE	a	P	P	P	P		
191114135	LIYA BABY	a	P	a	P	P		
191114136	MEEMA ELSA SAM	P	a	a	P	P		
191114137	NANDHU MANOHARAN	a	a	a	a	a		
191114138	ROSE ROBERT	P	P	P	P	P		
191114139	SHARON BOJI ALEX	a	P	a	a	a		
191114140	SWETHA SARA EAPEN	P	P	P	P	P		
191114141	UNNIMAYA M	P	P	P	P	P		
191114142	VANDHANA P BIJU	P	P	P	P	P		
191114143	ABDULMANAF P I	P	P	P	P	P		
191114144	AISWARYA ANIL	a	a	a	a	a		
191114145	ATHUL RAJ	P	P	a	a	a		
191114146	JEFIN JOSE	P	a	a	P	a		
191114147	NAIDHAN A MATTATHIL	P	P	a	P	P		



Course	Details		
Code			
Title	Advanced Tally with GST		
Degree	B.Com		
Branch(s)	Finance		
Year/Semester	2/2		
Type	Value added course		
Credits	2		
Total Hours	36	Hours per week	

Course Objectives	
1	To prepare final accounts of various organisations in Tally
2	To calculate tax using Tally
3	To manage the payroll system using Tally

CO No.	Expected Course Outcomes <i>Upon completion of this course, the students will be able to:</i>	Cognitive Level	PSO No.
1	Apply computerised Accounting for Trading Organizations	Ap	6
2	Apply computerised Accounting for computing Tax	Ap	6
3	Apply computerised Accounting in Payroll system	Ap	6

CO-Course Outcome; Cognitive Level: R-Remember; U-Understanding; Ap-Apply; An-Analyze; E-Evaluate; C-Create.

Module	Course Description	Hrs	CO No.
1.0	<b>Tally for Trading Organizations</b>	12	1
1.1	Introduction- Setting up of Company in Tally.ERP9- Features & Configurations- Stock Group-Stock Categories- Units of Measure- Stock Items- Multiple Godowns-cost centres-cost categories	4(2 theory + 2 practical)	1
1.2	Order Processing--Purchase Order Processing-Receipt	4(1 theory + 3	1

	Note-Purchase Voucher-Stock Transfer-Sales Order Processing-Delivery Note-Sales Voucher	practical)	
1.3	Invoicing-Batch-wise Details-Different Actual & Billed Quantities-Zero Valued Entries-Additional Cost of Purchase-Separate Discount Columns on Invoices-Multiple Price Levels & Price Lists- Point of Sale (POS)	4(2 theory + 2 practical)	1
1.4	Reorder Levels-Bill-wise Details-using accounting vouchers with inventory details-Tally audit-Inventory reports-stock summary-Inventory books-Statement of Inventory	4(2 theory + 2 practical)	1
<b>2.0</b>	<b>Accounts with Tax</b>	<b>12</b>	<b>2</b>
2.1	Setting up Features & Configurations for taxation-Excise (Dealer)-Tax Deducted at Source (TDS) - Ledgers related to TDS	4(2 theory + 2 practical)	2
2.2	Fringe Benefits Tax (FBT)-Service Tax- Tax Collected at Source (TCS)- Ledgers related to TCS	3(1 theory + 2 practical)	2
2.3	Value Added Tax (VAT)- Ledgers related to VAT- VAT forms- VAT Reports. GST	5(2 theory + 3 practical)	2
<b>3.0</b>	<b>Payroll in Tally</b>	<b>12</b>	
3.1	Configuring Payroll- Enabling Payroll in Tally.ERP 9- Creation of Payroll Masters- Employee Groups	2(1 theory + 1 practical)	3
3.2	Employee Master- Payroll Units- Attendance/ Production Types- Pay Heads	2(1 theory + 1 practical)	3
3.3	Attendance Vouchers- Payroll Vouchers	2(1 theory + 1 practical)	3
3.4	Employer PF Contribution- Creation of Employer ESI Contribution- Professional Tax	2(1 theory + 1 practical)	3
3.5	Salary Details Creation, Modify / Alter- Payment, Recovery of Salary Advance	2(1 theory + 1 practical)	3
3.6	Payroll for Contract Employees- Payroll Reports- Expat Reports- Payroll Statutory Reports	2(1 theory + 1 practical)	3

### SUGGESTED READING

1. Tally Erp Reference Manual
2. Chedda, Rajesh, Learn Tally.ERP 9 with GST, Ane Books (2017)

### Teaching Methodology

1. Theory and Practical sessions
2. Case studies comprising of final accounts of companies

### Evaluation

1. Practical Exam (80 marks)
2. Viva Voce (20 marks)



## **DEPARTMENT OF COMMERCE**

### **Value Added Course on Advanced Tally using GST**

A value added course on was conducted for the 3<sup>rd</sup> year students of B.Com during the odd semester from January to February 2022, which was conducted online. The course was of 36 hours duration, with 22 hours of practical. A total of 45 students enrolled for the course and 45 of them appeared for the written and practical exam. The course was offered with an objective to enable students prepare accounts of various organizations, calculate Tax and manage the payroll system using Tally. Upon the completion of the course, the student was expected to have a complete knowledge on Tally and also to prepare accounts. Through the evaluation, the knowledge of the students on Tally and its application was tested.



Head of the Department  
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