



**GOVERNMENT OF TAMILNADU
DIRECTORATE OF TECHNICAL EDUCATION, CHENNAI**

STATE PROJECT COORDINATION UNIT

(Established under Canada India Institutional Cooperation Project)

CURRICULUM

Course Name	Tally ERP9 -Basic
Course Code	CP/2020/001
Course Duration	75 Hours
Minimum Eligibility Criteria and Pre-requisites(if any)	10 th Std with Accounting Knowledge or +2 Commerce Group
Course Objectives	Better Accounting Quality - Ease of Work - Automate Work Minimize Human Errors - Greater Accuracy and Consistency Reliability - Improve Efficiency - Multitasking - Reduction in Volume of Work - Lower Operating Costs Good Working Environment
Course Outcomes	<ul style="list-style-type: none"> • The accounts prepared would be uniform, neat, accurate, and more legible than a manual job. • Easy and fast accurate recording of transactions with customized templates • Automated postings and further treatment of transactions. • Prevention of errors of omission, errors of commission and compensating errors due to minimal human intervention. • Greater accuracy and consistency due to reduced errors. • Greater reliability due to higher accuracy and consistency. • Increased efficiency due higher speed and accuracy in preparing the records and accounts • Capacity to perform multiple roles like financial accountant, cost accountant, audit assistant, etc. • Reduction in volume of work due to automated processes. • Lower operating costs due to reduced need for human resources and stationery • Reduced monotony due to elimination of repetitive, tiresome, cumbersome and time consuming processes.
Expected Job Roles	Accounts Executive / Manager - Audit Assistant / Audit Clerk Stores Manager - Warehouse Executive Tally Support Executive / Manager - Accountant - Accounts Assistant

TEACHING AND SCHEME OF EXAMINATION						
Course Code	Course Name	Hours		Assessment Marks		Duration of Examination
				Min	Max	
CP/2020/001	Tally ERP9 -Basic	Theory	05	10	20	3 Hours
		Practical	70	40	80	
		Total	75	50	100	

CP/2020/001 - Tally ERP9 -Basic**DETAILED SYLLABUS**

Unit No.		Modules	No. of Hours Theory / Practical	
I		Fundamental of Tally. ERP 9	10 Hours	
1.1		Introduction to Tally ERP 9 and Basic Accounting Concepts.	05	05
1.2		Tally.ERP 9 Start-Up - Tally.ERP 9 Screen Components - Mouse / Keyboard Conventions - Closing Tally.ERP 9.		
1.3		Company Creation - Opening (Loading) of Tally.ERP 9 - Modification of Company - Deletion of Company - Shut (Close) a Company - Company Selection.		
II		Setting up of Accounting Masters	10 Hours	
2.1		Group - Creating Group - Creating a Group with Advanced Usage - Creating Multiple Groups - Altering or Modifying Group - Permanently Deleting a Group - Displaying a Group.	-	10
2.2		Ledger - Creating a Single Ledger - Creating a Purchase / Sales Ledger - Creating a Expenses / Income Ledger - Creating a Party Ledger - Creating Bank Account - Creating Duties and Taxes Ledger - Creating a Current Liabilities / Assets Ledger		
2.3		Creating a Multiple Ledger - Displaying or Alter a Single Ledger Account - Deleting a Single Ledger Account		
2.4		Vouchers Types - Pre-defined Voucher Types in Tally ERP 9 - Alter a Pre-defined Voucher Type		
III		Recording Accounting Transactions and Reporting in Tally	25 Hours	
3.1		Types of Vouchers - Contra Voucher (F4) - Payment Vouchers (F5) - Receipt Vouchers (F6) - Journal Vouchers (F7) - Sales Vouchers (F8)	-	25
3.2		Credit Note Voucher (Ctrl + F8) For Sales return accounting - Purchase Vouchers (F9) - Debit Note Vouchers (Ctrl + F9) For Purchase return accounting - Memo Voucher (Ctrl + F10)		
3.3		Modifying Reports (Options) - Balance Sheet - Profit & Loss Account - Stock Summary - Trial Balance		
3.4		Day Book - Cash Book - Petty Cash Book - Bank Book - Journal Register – Ledger - Group Summary - Group Voucher - Purchase Register - Sales Register		
3.5		Printing Reports - Using the Print Button - Multi-Accounting Printing		
IV		Setting up of Inventory Masters	10 Hours	
4.1		Creating a Single Stock Group - Modifying a Single Stock Group - Displaying a Stock Group - Deleting a Single Stock Group - Creating a Multiple Stock Group	-	10
4.2		Creation of Stock Units - Alternation / Deletion of Stock Units		
4.3		Stock Items - Creation of Single Stock Item - Creation of Multiple Stock Item - Modification and Deletion of Stock Item - Creation of Godowns / Locations		
V		Recording of Inventory Transactions and Reporting	20 Hours	
5.1		Purchase Order Processing - Altering a Purchase Order - Sales Order Processing - Altering a Sales Order - Display Order Position - Display Columnar Orders & Stock Details - Adjusting Orders		

5.2	Re-Order Levels - Defining Re-Order Levels - Display Re-Order Status	-	20
5.3	Tracking Numbers - Using Tracking Numbers - Display Purchase Bill Pending - Batch-wise Details - Activating Batch-wise Details - Using Batch-wise Details in Sales Invoice		
5.4	Bill of Materials (BoM) - Creating Bill of Materials - Creating a Manufacturing Journal - Using Bill of Materials - Price Levels and Price Lists - Activating Price Lists and Defining Price Lists - Using Price Lists - Zero Valued Entries - Creating Zero Valued Entries		
5.5	Inventory Ageing Analysis - View Inventory Ageing Report - Different Actual and Billed Quantities - Using Different Actual and Billed Quantities - Physical Stock Voucher (Alt + F10) - Rejection In (Ctrl + F6) - Rejection Out (Alt + F6) - Stock Journal (Alt + F7)		
5.6	Maintain Bill-wise Details - Cost Centre and Cost Category - Interest Calculation - Reversing Journal - Post-Dated Voucher - Memo (Memorandum) Voucher - Optional Voucher		
5.7	Inventory Books - Inventory Group Summary - Stock Transfers - Physical Stock Register - Sales Order Book - Purchase Order Book		
5.8	List of Accounts (Chart of Accounts) - Exception Reports - Negative Stock - Negative Ledgers - Overdue Receivables - Overdue Payable - List of Memorandum Vouchers - List of Reversing Journal - List of Optional Voucher - List of Cancelled Vouchers - List of Post-dated Voucher		
TOTAL THEORY AND PRACTICAL HOURS		05	70
TOTAL HOURS		75	

HARDWARE REQUIREMENT

S.NO	LIST OF TOOLS /EQUIPMENTS
1.	Personal Computer/Laptop Computer

SOFTWARE REQUIREMENT

Tally ERP 9 GOLD (Multiuser with perpetual license)

REFERENCE WEBSITES

1. <https://www.gstn.org>
2. www.cbec.gov.in
3. <https://tallysolutions.com/>
4. Central Goods & Services TaxAct,2017
5. Integrated Goods & Services TaxAct,2017

REFERENCE BOOKS

S.NO	NAME OF THE BOOK	AUTHOR	PUBLISHER
1	Computerised Accounting	Garima Agarwal	Himalaya
2	Computerised Accounting	A. Murali Krishna	Vaagdevi
3	Implementing Tally ERP 9	A.K Nadhani and K.K Nadhani	BPB Publications
4	Computerised Accounting using Tally (with GST)	M.Yadagiri and G. Srinivas	Kalyani Publishers
5	Tally ERP 9	J.S. Arora	Kalyani Publications

ASSESSMENT AND CERTIFICATION

S.No	Criteria for assessment
1.	A trainee will be assessed based on the performance in End Examination for Theory and Practical conducted internally in the Project Polytechnic College for a duration of 3 hours
2.	A trainee must have 75% of attendance to appear for End examination in Theory and Practical.
3.	The assessment for theory part will be based on the marks scored in the end examination on the knowledge bank of questions (1 word/objective type questions)
4.	The assessment for practical part will be based on the marks scored in the end examination conducted by the Project Polytechnic and assessed by the Examiners approved by Strategic Plan Implementation Committee (SPIC) of the project polytechnic.
5.	The criteria for successful completion of training is every trainee should score 50% of marks in theory and practical examination.
6.	On successful completion of training , Certificate will be issued to the participants by the Directorate of Technical Education through the Project Polytechnic.

END EXAMINATION

ALLOCATION OF MARKS

S.No	Description	Max.Marks
1.	Theory Examination	20
2.	Practical Examination	
	a) Practical	60
	b) Record	20
Total Marks		100

THEORY MODEL QUESTION PAPER

CP/2020/001 - TALLY ERP9-BASIC

(Maximum Marks : 20)

Answer any Twenty Questions

(20X1=20 Marks)

1. Tally package is developed by
 - a) Peutronics
 - b) Tally solutions
 - c) Coral software
 - d) Vedica software
2. In general, the financial year shall be from
 - a) 1stApril of any year
 - b) 31stmarchofanyyear
 - c) All of them are true
 - d) None of these
3. Which menu appears after starting tally for the first time
 - a) Gateway of tally
 - b) Company info
 - c) Display
 - d) None of these
4. Which option is used in Tally to make changes in create company
 - a) Select company
 - b) Shut company
 - c) Alter
 - d) None of these
5. Which option from company info Menu is selected to create a new company in tally
 - a) Company creates
 - b) Create company
 - c) Create
 - d) New company
6. Which option is used to copy company's data into pen drive
 - a) Backup
 - b) Restore
 - c) Split company data
 - d) Copy data
7. Tally menu is used to create new ledgers groups and voucher type in tally
 - a) Reports
 - b) Import
 - c) Transaction
 - d) Masters
8. Which submenu is used to create new ledgers groups and voucher types in tally
 - a) Account info.
 - b) Inventory info.
 - c) Accounting vouchers
 - d) Inventory vouchers

9. Which submenu is used for voucher entry in tally
- a) Vouchers
 - b) Accounting vouchers
 - c) Accounting info.
 - d) None of these
10. Salary accounts comes under which head
- a) Indirect incomes
 - b) Indirect expenses
 - c) Direct Income
 - d) Direct expenses
11. How many groups are pre-defined in tally
- a. 28
 - b) 30
 - c) 15
 - d) 19
12. Which option is used to view list of primary and secondary groups in tally
- a) List of Accounts
 - b) Accounts
 - c) List
 - d) None of these
13. Which ledger is created by tally automatically as soon as we create a new company
- a) Cash
 - b) Profit and Loss account
 - c) Capital account
 - d) Both (a) and (b)
14. Which voucher type is used to transfer amount from one bank to another bank
- a) Contra
 - b) Payment
 - c) Receipt
 - d) Postdated
15. Where we do record of salary, rent paid transaction
- a) Contra
 - b) Journal
 - c) Receipts
 - d) Payments
16. Where we do record purchase return, sales return transaction
- a) Contra
 - b) Journal
 - c) Receipts
 - d) Payments
17. Which unit is created for stock like grain, sugar etc.
- a) Lts
 - b) Nos
 - c) Kgs
 - d) Box

18. Which option is true for viewing profit and loss account in tally
- a) Gateway of tally–Report–Profit and loss account
 - b) Gateway of tally–Display –Profit and loss account
 - c) Gateway of tally–Account books –Profit and loss account
 - d) None of these
19. What is the utility of tally vault password
- a) It will lock the period of company
 - b) It will lock all vouchers entries of company
 - c) It will not show the company name in the company select list
 - d) None of above
20. We can show bill wise details of debt or sand creditors by activating
- a) Maintain bill by bill
 - b) Maintain bill wise details
 - c) Maintain reference
 - d) None of above
21. How many types of measurement units are there in tally?
- a) 2
 - b) 3
 - c) 5
 - d) unlimited
22. Single entry mode is applicable for
- a) Receipt voucher
 - b) Payment voucher
 - c) Contra voucher
 - d) All of these
23. Goods returning to a creditor after challan but before bill we need to pass
- a) Debit note
 - b) Credit note
 - c) Rejection out
 - d) Rejection in
24. F12 is known as
- a) Company features
 - b) Company configuration
 - c) Accounting features
 - d) None of these
25. A credit note is sent by-----to-----
- a) seller, buyer
 - b) buyer, seller
 - c) customer, seller
 - d) creditor, seller

PRACTICAL MODEL QUESTION PAPER

CP/2020/001 - TALLY ERP9-BASIC

(Maximum Marks : 60)

Answer any Four Questions:

(4 x15=60 Marks)

1. Create a Company in tally ERP 9 with necessary details.
2. Enter a sale order on 1.5.2020 on Lex site Private Limited (vide order no. 5011) for following products, the due date is 1-6-2020.

Group	Item	Units	Amounts
Printer	Epson LQ 1024	1 Nos	21875
Printer	HP Laser Jet	1 Nos	20000
Printer	Samsung Laser Jet	1 Nos	18750

3. Record the following transaction of National traders for the month of March 2020 and view trial balance.

Date	Particulars
March 1	Ajith started business with capital of Rs 1,00,000
March 3	He purchased furniture for Rs 10,000
March 5	He bought goods on credit from Teena Rs.15,000
March 7	He sold goods to Vijay Rs. 6000
March 13	He received cash from Vijay Rs.3000
March 15	He purchased goods for cash Rs. 15000
March 21	He sold goods for cash Rs. 10,000
March 26	He paid rent Rs.1500
March 28	He paid Teena Rs. 5000

4. Create stock item using the following function group, stock items, units of measures and stock category

Group	Name of item	Units	Amount	Total Amount
Television	M1 32 Inch TV	2	15,000	30,000
	M1 42 Inch TV	2	20,000	75,000
	Sony 32 Inch TV	3	25,000	75,000
	LG 32 Inch TV	4	20,000	80,000
Music System	Sony 5.1 M System	2	20,000	40,000
	Philips DVD Player	5	15,000	75,000
	Sony Blue Ray Player	10	25,000	2,50,000

5. Create following Ledgers by using appropriate grouping options:

- | | |
|-------------------------|-------------------------------|
| a) Land and Building | h) Insurance Premium |
| b) Plant and Equipments | i) Interest on Investment |
| c) Cash in hand | j) Discount Received |
| d) Bills Receivable | k) Loans From Bank |
| e) Carriage | l) Reverse and Surplus |
| f) Coal and Fuel | m) Provision for Sinking Fund |
| g) Commission allowed | n) Consultancy Charges Income |