

MANAGED BY JIVAN JYOT TRUST  
**J.Z SHAH ARTS & H. P. DESAI**  
**COMMERCE COLLEGE,**  
**AMROLI-SURAT.**

Re-Accredited B++ (CGPA 2.94) BY NAAC (3<sup>rd</sup> Cycle)

Affiliated To Veer Narmad South Gujarat University, Surat



**Certificate Short Term Course in**  
**“TALLY”**

**Term:** July 2019 to September 2019

Total Hours: 30 Hrs.



*Onehede*  
PRINCIPAL  
Dr. K. N. CHAVDA  
J. Z. SHAH ARTS &  
H. P. DESAI COMMERCE COLLEGE  
At & Po. AMROLI-394 107, ST.UTRAN(W.R.)  
TA. CHORYASI, DIST. SURAT.

**: Syllabus:**

**Duration: 30 hrs**

- Introduction to Accounting**
- Introduction to Tally.ERP9**
- How to create company in Tally ERP9**
- How to edit a company in tally**
- Delete a company**
- How to create, view, alter & delete ledger in tally**
- Create party ledger or sundry debtors and creditors ledger in tally**
- Create purchase and sales ledger or account in tally**
- How to create/ edit/ delete group in tally ERP9**
- How to create multiple ledger in tally ERP9**
- How to create simple unit & compound unit in tally ERP9**
- Stock item creation in tally ERP9**
- How to create Performa invoice in tally ERP9**
- What is voucher type in tally ERP9, create edit and delete**
- How to pass journal entries of TDS in tally ERP9**
- TDS return filing online: due date and procedure for filing**
- Group v/s ledger**
- Shortcut keys**



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