

MAR GREGORIOS COLLEGE OF ARTS & SCIENCE
DEPARTMENT OF COMMERCE (ACCOUNTING & FINANCE)- SHIFT I
ADD ON COURSE- 2021-2022
THE SYLLABUS FOR TALLY

Introduction

- 1. Company creation, alteration, deletion**
- 2. Ledger creation, alteration, deletion**
- 3. Stock creation, alteration, deletion**
 - **Stock groups, Stock categories & Stock items**
- 4. PURCHASE AND SALES VOUCHER**
 - a. Purchase voucher without tax**
 - b. Sales voucher without tax**
 - c. Purchase voucher with tax [GST]**
 - d. Sales voucher with tax [GST]**
 - e. Discount bill on purchase voucher**
 - f. Discount bill on sales voucher**
 - g. Multiple price list**
 - h. Purchase order voucher**
 - i. Receipt note voucher**
 - j. Rejection out voucher**
 - k. Purchase voucher**
 - l. Sales order voucher**
 - m. Delivery note voucher**
 - n. Rejection in voucher**
 - o. Sales voucher**
 - p. Zero valued transaction for purchase voucher**
 - q. Zero valued transaction for sales voucher**
- 5. Receipt and payment vouchers**
 - a. Receipt voucher (b)Payment voucher**
- 6. Debit and credit note voucher**
 - a. Debit note voucher**
 - b. Credit note voucher**
 - c. Contra voucher/ petty cash**
- 7. Journal voucher**
- 8. Voucher Type Creation**
- 9. Multi Currency**
- 10. Tax deducted at sources (TDS)**
- 11. Assets entry**
- 12. Profit & loss account, balance sheet explanation**
- 13. Payroll**
 - a. Employee group**
 - b. Employees**
 - c. Units**
 - d. Attendance/ production type**
 - e. Pay head**
 - f. Define salary**
 - g. Attendance voucher**
 - h. Payroll voucher**
- 14. HSN/SAC code**