## ST .MARY'S COLLEGE (AUTONOMOUS), THOOTHUKUDI



Re- accredited with A<sup>+</sup> Grade by NAAC (4<sup>th</sup> Cycle)

Thoothukudi, Tamil Nadu

# **Department of Economics**

# offers

# **Career Oriented Programme**

on

**TALLY. ERP 9 with GST** 

2021-2022

**Certificate Course Brochure** 

## Learning Module

### Department of Economics, St .Mary's College (Autonomous), Thoothukudi

**Duration: 40 Hrs (2 Hrs per day)** 

Course Code: 21CAEC51

S.No	Sessions
1	Users Interface and Company Management
2	Masters- Ledgers & Groups
3	Accounting Voucher
4	Inventory Voucher
5	Stock Transfers
6	Manufacturing Vouchers
7	Batch wise Details
8	Voucher Types and Class
9	Point of Sales
10	Budgets and controls in Tally
11	Party Ledger Analysis
12	Financial Reports
13	Export, Import, Backup and Restore
14	Tax Deducted at Source(TDS)
15	Payroll Accounting in Tally
16	Multi – Currency
17	Printing Reports
18	Miscellaneous
19	Shortcut Keys
20	Daybook in Tally
21	Goods and Services Tax (GST)

## **Learning Outcomes**

## **Learning Outcomes:**

S.NO	Upon completion of this course, students will be able to
1	Designed to impart knowledge regarding concepts of Financial Accounting Tally is an accounting package which is used for learning to maintain accounts.
2	Opportunity to get placements in different offices as well as companies in Accounts departments.
3	Do possess required skill and can also be employed as Tally data entry operator.
4	Learn how to create single and multiple ledgers, group creation, budget, inventory groups and other functions.
5	To know about voucher entry, payment voucher, receipt voucher, credit and debit note
6	Students learn to prepare final accounts in tally along with cash flow statements and inventory analysis reports.
7	Accounting with Tally certificate course is not just theoretical program, but it also includes continuous practice, to make students ready with required skill for employability in the job market.

#### St. Mary's College (Autonomous), Thoothukudi

#### **Department of Economics**

#### **Career Oriented Programme - Tally. ERP 9 with GST**

#### 2021 - 2022

#### III Year

**Total Hrs: 40** 

Time: 2 -4 p.m.

Course In-charge: Mrs. Jeyalakshmi

Staff In-charge: Dr.D.Rathi

S.No	Date	Day
1	05.07.2021	Monday
2	06.07.2021	Tuesday
3	07.07.2021	Wednesday
4	08.07.2021	Thursday
5	09.07.2021	Friday
6	12.07.2021	Monday
7	13.07.2021	Tuesday
8	14.07.2021	Wednesday
9	15.07.2021	Thursday
10	16.07.2021	Friday
11	19.07.2021	Monday
12	20.07.2021	Tuesday
13	22.07.2021	Thursday
14	23.07.2021	Friday
15	26.07.2021	Monday
16	27.07.2021	Tuesday
17	28.07.2021	Wednesday
18	29.07.2021	Thursday
19	30.07.2021	Friday
20	31.07.2021	Saturday

XEs ther Vincela

X. ESTHER VIMALA Associate Professor & Head Department of Economics St. Mary's College Thoothukudi

### **Syllabus**



Power of Simplicity

### **COURSE SYLLABUS**

- 1. User Interface and Company Management
- 2. Masters Ledgers & Groups
- 3. Accounting Voucher
- 4. Inventory Voucher
- 5. Stock Transfers
- 5. Manufacturing Vouchers
- 6. Batch Wise Details
- 7. Voucher Types and Class
- 8. Point of Sales
- 9. Budgets and Controls in Tally
- 10. Party Ledger Analysis
- 11. Financial Reports
- 12. Export, Import, Back up and Restore
- 13. Tax Deducted at Source (TDS)
- 14. Payroll Accounting in Tally
- 15. Multi Currency
- 16. Printing Reports
- 17. Miscellaneous
- 18. Shortcut Keys
- 19. Daybook in Tally
- 20. Goods & services Tax (GST)

#### Department of Economics Career Oriented Programme – Tally 2021-22(Even Semester) Attendance - III B.A. Economics – July

From: 05.07.2021 to 31.07.2021

Time: 2- 4- P.M.

**Total Hours: 40** 

Name	Reg.No	5	6	7	8	9	1	1	1	1	1	1	2	2	2	2	2	2	2	3	31
							2	3	4	5	6	9	0	2	3	6	7	8	9	0	
ANTONY	19AUE																				х
AGUSTHIA A	C03	а	×	x	x	×	x	x	а	x	x	x	x	x	x	x	x	x	x	x	
	19AUE	ũ	~	~	~	~	~	~		~	~	~	~	~	~	~	~	~	~	~	х
ANUSIYA T	C05	x	x	x	а	x	x	x	x	x	x	a	x	x	x	x	a	x	x	x	
	19AUE	~	~	~	3	~	~	~	~	~	~	ŭ	~	~	~	~	ŭ	~	~	~	х
ARASHI K	C06	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
	19AUE	~	~	~	~	~	~	~	~	~	~	~	~	~	~	~	~	~	~	~	х
ARIHARANI P	C07	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
ARTHI KRISHNA	19AUE	~	~	~	~	~	~	~	~	~	~	~	~	~	~	~	~	~	~	~	х
М	C08	а	×	а	а	а	x	x	x	x	x	x	а	x	x	а	а	а	x	а	
	19AUE	ŭ	~	ŭ	3	ŭ	~	~	~	~	~	~	ŭ	~	~	3	ŭ	ŭ	~	3	х
ATHI LAKSHMI P	C09	x	x	x	x	а	x	х	x	х	а	x	x	a	х	x	x	x	а	а	
	19AUE										4			4					4	4	х
DEEBA V	C10	x	×	x	x	а	x	x	x	x	x	x	x	x	а	x	x	x	x	x	
	19AUE	~	~	~	~	ŭ	~	~	~	~	~	~	~	~	3	~	~	~	~	~	х
DHIVYA M	C11	x	а	а	а	×	a	а	x	x	x	а	x	x	а	x	x	x	x	а	
	19AUE		ŭ	ŭ	×			<u> </u>				ŭ			-					ŭ	х
GAYATHRI S	C12	x	x	x	x	x	x	х	x	x	x	x	а	x	x	x	x	а	x	x	
JACKLIN JESIMA	19AUE	~	~	~	~	~	~	~	~	~	~	~	ŭ	~	~	~	~	ŭ	~	~	х
S	C15	x	x	а	x	x	x	х	x	а	x	x	x	x	x	x	x	x	а	а	
	19AUE	~	~	ŭ	~	~	~	~	~	3	~	~	~	~	~	~	~	~	3	3	х
JASMINI T	C16	x	а	x	x	×	а	а	x	а	x	а	а	а	x	а	а	а	а	x	
	19AUE	~	ŭ	~	~	~	~	5	~	5	~	ŭ	~		~	3	ŭ	ŭ	3	~	х
JEYA J	C17	x	x	x	x	x	а	х	x	x	x	x	x	x	x	x	x	x	x	x	
	19AUE	~	~	~	~	~	~	~	~	~	~	~	~	~	~	~	~	~	~	~	х
JEYA CHITHRA J	C18	x	x	x	x	x	x	а	а	а	а	x	x	x	x	x	x	x	x	x	
	19AUE								-	-	-										х
JEYALAKSHMI R	C19	x	x	x	x	x	x	х	x	x	x	x	x	x	х	x	x	x	x	x	
	19AUE																				x
JOSE BLESSY S B	C20	x	x	x	а	а	x	х	x	x	x	а	x	x	а	x	x	x	а	x	
	19AUE				~			~							~				~		а
KALEESWARI K	C22	x	x	x	x	а	а	а	а	а	а	а	а	а	а	а	а	а	а	а	
	19AUE			^	~		4	3	4	3	4			4	3	4			4	4	x
KALPANA S	C23	×	×	x	x	x	x	х	x	x	x	x	x	x	x	x	x	x	а	а	
	19AUE			^	~			~	~	~	~		~	~	~	~			4	4	x
KAVERI A	C24	a	а	x	x	x	a	x	a	x	x	x	a	x	x	a	a	a	а	а	
	19AUE		а —	^	~		4	~	4	~	~			~	~	4			4	4	x
MALARMATHI S	C26	x	а	а	а	а	x	х	x	x	x	а	x	а	х	а	а	x	а	x	
	ANTONY AGUSTHIA A ANUSIYA T ARASHI K ARASHI K ARIHARANI P ARTHI KRISHNA M DEEBA V DHIVYA M GAYATHRI S JACKLIN JESIMA S JACKLIN JESIMA S JASMINI T JEYA J JEYA CHITHRA J JEYA CHITHRA J JEYALAKSHMI R JOSE BLESSY S B KALEESWARI K	ANTONY 19AUE AGUSTHIA A C03 19AUE ARUSIYA T C05 19AUE ARASHI K C06 19AUE ARASHI K C07 ARTHI KRISHNA 19AUE M C07 ARTHI LAKSHMI P C09 19AUE DEEBA V 19AUE DEEBA V 19AUE DEEBA V 19AUE DEEBA V 19AUE DHIVYA M 19AUE DHIVYA M 19AUE C10 19AUE C11 19AUE C11 19AUE C12 19AUE C13 19AUE C15 19AUE C16 19AUE C16 19AUE C16 19AUE C16 19AUE C16 19AUE C17 19AUE C18 19AUE C19 19AUE C19 19AUE C19 19AUE C19 19AUE C19 19AUE C19 19AUE C19 19AUE C19 19AUE C19 19AUE C19 19AUE C19 19AUE C19 19AUE	ANTONY19AUEAGUSTHIA AC03AGUSTHIA AC03ARUSIYA TC05ARASHI KC06ARASHI KC06ARASHI KC07ARTHI KRISHNA19AUEMC08ARTHI LAKSHMI PC09DEEBA VC10DEEBA VC10DHIVYA MC11ARTHI I SISIMA19AUEDHIVYA MC11ARASHINI FC12JACKLIN JESIMA19AUEJACKLIN JESIMA19AUEJASMINI TC16JEYA JC17JEYA A19AUEJEYA AC18ARABELSSY S BC20KALEESWARI KC22KALPANA SC23ARADARATHI SC24ARABARATHI SC24ARABARATHI SC26	ANTONY19AUEAAGUSTHIA AC03axAGUSTHIA AC03axIPAUEJxANUSIYA TC05xxARASHI KC06xxARASHI KC06xxARIHARANI PC07xxARTHI KRISHNA19AUEJxARTHI LAKSHMI PC09xxDEEBA VC10xxDEEBA VC10xaJACKLIN JESIMA19AUEJxJACKLIN JESIMA19AUEJxJACKLIN JESIMA19AUEJxJASMINI TC16xaJEYA JC17xxJEYA CHITHRA JC18xxJOSE BLESSY S BC20xxJAXLESWARI KC22xxMALAEMATHI SC24aa	ANTONY19AUEAKAGUSTHIA AC03axxAGUSTHIA AC03axx19AUEXxxxARASHI KC06xxxARASHI KC06xxxARASHI KC07xxxARASHI KC07xxxARTHI KRISHNA19AUEXxxARTHI KRISHNA19AUEXxxARTHI LAKSHMI PC09xxx19AUE19AUEXxxDEEBA VC10xxx19AUE19AUEXxxJACKLIN JESIMA19AUEXxxJACKLIN JESIMA19AUEXxxJACKLIN JESIMA19AUEXxxJASMINI TC16XxxJEYA JC17XxxJEYA JC18XxxJEYA ALAKSHMI RC19XxxJOSE BLESSY S BC20xxxI9AUEI9AUEXxxJUSA ALAEASHARI KC22XxxAALAEASHARI KC22XxxAALAEASHARI KC24aax	Image: sector of the sector	Image: sector of the sector	I.I.I.I.I.I.I.I.I.ANTONYI9AUEII.I.I.I.I.I.I.AGUSTHIA ACO3axxxaxxxI.I9AUEI.I.I.I.I.I.I.I.I.ANUSIYA TCO5xxxaaxxxI.ARASHI KCO6xxxxxxxxxxARTHI KRISHNAI9AUEI.		Image: sector of the sector	indext <td>. .<td>Image: Sector of the sector</td><td>I. I. &lt;</td><td>. I<td>Image: bar bar bar bar bar bar bar bar bar bar</td><td>i. i. &lt;</td><td>I.     I.     <thi.< th="">     I.     I.     I.<!--</td--><td>I.     I.     <thi.< th="">     I.     I.     I.<!--</td--><td>. .<td>.     .     .     .     .     .     .     2     3     4     5     6     9     0     2     3     6     7     8     9     0       ANTONY     1940E     .</td></td></thi.<></td></thi.<></td></td></td>	. <td>Image: Sector of the sector</td> <td>I. I. &lt;</td> <td>. I<td>Image: bar bar bar bar bar bar bar bar bar bar</td><td>i. i. &lt;</td><td>I.     I.     <thi.< th="">     I.     I.     I.<!--</td--><td>I.     I.     <thi.< th="">     I.     I.     I.<!--</td--><td>. .<td>.     .     .     .     .     .     .     2     3     4     5     6     9     0     2     3     6     7     8     9     0       ANTONY     1940E     .</td></td></thi.<></td></thi.<></td></td>	Image: Sector of the sector	I. <	. I <td>Image: bar bar bar bar bar bar bar bar bar bar</td> <td>i. i. &lt;</td> <td>I.     I.     <thi.< th="">     I.     I.     I.<!--</td--><td>I.     I.     <thi.< th="">     I.     I.     I.<!--</td--><td>. .<td>.     .     .     .     .     .     .     2     3     4     5     6     9     0     2     3     6     7     8     9     0       ANTONY     1940E     .</td></td></thi.<></td></thi.<></td>	Image: bar	i. <	I.     I. <thi.< th="">     I.     I.     I.<!--</td--><td>I.     I.     <thi.< th="">     I.     I.     I.<!--</td--><td>. .<td>.     .     .     .     .     .     .     2     3     4     5     6     9     0     2     3     6     7     8     9     0       ANTONY     1940E     .</td></td></thi.<></td></thi.<>	I.     I. <thi.< th="">     I.     I.     I.<!--</td--><td>. .<td>.     .     .     .     .     .     .     2     3     4     5     6     9     0     2     3     6     7     8     9     0       ANTONY     1940E     .</td></td></thi.<>	. <td>.     .     .     .     .     .     .     2     3     4     5     6     9     0     2     3     6     7     8     9     0       ANTONY     1940E     .</td>	.     .     .     .     .     .     .     2     3     4     5     6     9     0     2     3     6     7     8     9     0       ANTONY     1940E     .

20	MARIA AMIRTHA	19AUE																				х
	Р	C27	x	x	x	а	x	а	а	x	х	х	х	а	x	х	х	х	х	х	а	
21	MARIA PUSHPAM	19AUE																				х
	А	C28	x	x	x	x	x	x	а	а	а	а	а	а	а	а	а	а	х	а	а	
22	MARIA ROSELIN	19AUE																				х
	А	C29	x	x	x	а	x	x	x	x	х	х	х	х	x	х	х	х	х	а	х	
23		19AUE																				а
	MARIA SONIYA A	C30	x	а	x	а	x	а	а	а	а	а	а	а	а	а	а	а	а	а	а	
24		19AUE																				х
	MISTIKA A	C31	а	x	а	а	а	а	x	x	а	х	x	а	x	х	а	а	а	х	а	
25	MUBINA	19AUE																				х
	RAHMATH N	C32	а	а	x	x	x	x	x	x	х	х	х	х	x	х	х	х	х	х	х	
26	MURUGESWARI	19AUE																				х
	G	C33	x	x	x	x	x	x	x	а	x	а	а	а	x	x	а	x	а	x	x	
27	MUTHU LAKSHMI	19AUE																				х
	М	C35	а	x	x	x	x	а	а	а	x	x	x	x	x	x	х	x	x	x	x	
28		19AUE																				х
	NANTHINI M	C36	а	а	а	а	а	а	а	а	а	х	х	а	а	х	х	х	а	а	а	
29		19AUE																				х
	NAZREEN S	C38		а	x	x	x	x	x	x	x	а	x	x	а	x	а	а	x	x	а	
30		19AUE																				х
	RANSIKA J	C40	x	x	x	x	x	x	x	x	х	х	х	х	x	х	х	x	х	а	а	
31	ROSHNI	19AUE																		-	~	х
	MONISHA J	C41	x	x	x	а	x	x	x	x	х	х	х	х	x	а	а	х	х	х	х	
32	SAHAYA JENIFER	19AUE	~	~	~	ŭ	~	~	~	~	~	~	~	~	~	u	4	~	~	~	~	х
	J	C42	x	x	x	x	x	x	x	x	х	а	х	х	x	х	х	x	х	х	х	
33		19AUE	^	~	~	~	^	~	^	^	~	u	~	~	~	~	Λ	~	~	~	~	х
	SAKTHI PRIYA R	C43	x	x	x	x	x	x	x	x	х	х	х	х	x	х	х	x	х	х	х	
34	SANKARESWARI	19AUE	~	~	~	~	~	~	~	~	<u></u>	X	~	X	X	<u></u>	X	Λ	X	X	<u></u>	х
	G	C44	x	x	x	x	x	а	x	x	х	х	х	х	x	х	х	x	x	х	x	
35		19AUE	~	~	~	~	~	α	~	~	<u></u>	X	~	X	X	<u></u>	X	Λ	X	X	<u></u>	х
	SARIBA M	C46	x	x	а	а	x	x	x	x	х	х	а	а	а	а	а	а	а	а	а	
36		19AUE	~	~	a	a	~	^	~	~	~	Λ	u	u	u	u	u	u	u	u	u	х
	SATHYA A	C47	а	x	x	x	x	3	x	x	x	x	x	x	x	x	3	x	x	x	x	
37	SHUNMUGA	19AUE						a									a					
38		19AUE	X	x	а	x	X	x	x	x	х	х	х	х	х	х	х	х	х	х	х	х
	SIVAPRIYA A	C52																				
39	SRI		x	х	x	x	а	х	х	х	х	х	а	х	х	х	х	х	х	х	х	х
	DHANALAKSHMI	19AUE																				
	N	C53																				
40		19AUE	х	х	х	х	х	х	х	а	а	х	а	а	а	а	а	х	а	х	х	х
.5	SUBALAKSHMI E	C54																				~
41		19AUE	x	х	х	х	а	а	а	х	х	х	х	х	а	х	а	а	а	х	х	х
<i>(</i> 1	SUGUNA RANI M	C55																				^
42	SURIYA KUMARI	19AUE	х	х	х	х	х	х	х	х	х	х	х	х	х	х	х	х	х	х	х	x
72	C	C56																				~
	C	0.50	х	х	х	х	х	х	х	х	х	х	х	х	х	х	х	х	х	х	х	

43	SUTHA LAKSHMI	19AUE																				х
	М	C57	x	а	x	х	x	а	x	а	x	x	х	х	x	x	х	x	x	а	x	
44		19AUE																				х
	TRIFANA A	C58	а	а	x	х	а	а	а	x	x	x	а	а	x	x	а	а	а	а	x	
45	VEERALAKSHMI	19AUE																				х
	А	C59	x	х	x	x	x	x	x	а	x	x	x	x	x	x	х	x	x	x	x	
46		19AUE																				х
	VENNILA K	C60	x	х	x	а	x	x	x	x	x	x	х	х	x	x	х	x	x	x	x	
47	VIJAYALAKSHMI	19AUE																				х
	S	C61	x	х	x	х	x	x	x	x	x	x	х	х	x	x	х	x	x	х	x	
48		19AUE																				x
	VIMALAETH P	C62	x	х	x	х	x	x	x	x	x	x	х	х	x	x	х	x	x	x	x	
49	VISHVAROOBINI	19AUE																				х
	В	C63	а	x	x	x	а	x	x	а	x	x	x	а	x	а	x	а	x	x	x	

Course In-charge: Ms. Carrline. C.Sherin

Staff In-charge: Dr. D. Rathi

#### ST. MARY'S COLLEGE (AUTONOMOUS)

#### CAREER ORIENTED PROGRAMME

#### BA.ECONOMIC - III YEAR (TALLY.ERP 9 WITH GST)

REG.NO	NAME	MARKS	GRADE
9AUECO3	ANTONY AGUSTHIA.A	45	B GRADE
9AUECO5	ANUSIYA.T	60	A GRADE
9AUECO6	ARASHI.K	85	A+ GRADE
9AUECO7	ARIHARANI.P	85	A+ GRADE
9AUECO8	ARTHI KRISHNA.M	55	B GRADE
9AUECO9	ATHI LAKSHMI.P	55	B GRADE
9AUEC10	DEEBA.N	45	B GRADE
19AUEC11	DHIVYA.M	40	B GRADE
9AUEC12	GAYATHRI.S	50	BGRADE
19AUEC15	JACKLIN JESIMA.S	80	A+ GRADE
19AUEC16	JASMINI,T	50	B GRADE
I9AUEC17	JEYA.J	50	B GRADE
19AUEC18	JEYACHITHRA.J	50	B GRADE
19AUEC19	JEYALAKSHMLR	60	A GRADE
19AUEC20	JOSE BLESSY.S.B	60	A GRADE
19AUEC22	KALEESHWARI.K		AGRADE
19AUEC22	KALPANA.S	45	B GRADE
19AUEC23	KAVERI.A	50	
19AUEC24	MALARMATHLS	45	B GRADE
19AUEC20	and the second		B GRADE
and the second second second	MARIA AMIRTHA.P	40	B GRADE
19AUEC28	MARIA PUSHPAM.A	40	BGRADE
19AUEC29	MARIA ROSELIN.A	60	A GRADE
19AUEC31	MISTIKA.A	45	B GRADE
I9AUEC30	MARIA SONIYA.A	-	11 ( <b>1</b> 2)
19AUEC32	MUBINA RAHMATH.N	45	B GRADE
19AUEC33	MURUGESWARI.G	45	B GRADE
19AUEC35	MUTHU LAKSHMI.M	55	B GRADE
19AUEC36	NANDHINI.M	45	B GRADE
19AUEC38	NAZREEN.S	50	B GRADE
19AUEC40	RANSIKA.J	80	A+ GRADE
19AUEC41	ROSHNI MONISHA.J	45	B GRADE
19AUEC42	SAHAYA JENIFER.J	60	A GRADE
19AUEC43	SAKTHI PRIYA.R	70	A GRADE
19AUEC44	SANKARESWARI.G	65	A GRADE
19AUEC46	SARIBA.M	45	B GRADE
19AUEC47	SATHYA.A	45	B GRADE
19AUEC50	SHUNMUGA LAVANYA.S	85	A+ GRADE
19AUEC52	SIVAPRIYA.A	75	A GRADE
19AUEC53	SRI DHANALAKSHMI.N	50	B GRADE
19AUEC54	SUBALAKSHMI.E	45	B GRADE
19AUEC55	SUGUNA RANI.M	50	B GRADE
19AUEC56	SURIYA KUMARI.C	85	A+ GRADE
19AUEC57	SUTHA LAKSHMI.M	55	B GRADE
19AUEC58	TRIFANA.A	45	B GRADE
19AUEC59	VEERALAKSHMI.A	50	B GRADE
19AUEC60	VENNILA.K	70	A GRADE
19AUEC61	VIJAYALAKSHMI.S	70	A GRADE
19AUEC62	VIMALAETH.P	85	A+GRADE
19AUEC63	VISHVAROOBINI.B	45	D CRADE O
		P.Z	Jeyelerer Lun 2 Kavitha Compi Mattakadai