

SREE NARAYANA COLLEGE,  
PUNALUR  
DEPARTMENT OF  
COMMERCE

CERTIFICATE COURSE IN TALLY

2023-24

Dr. Vijumon T P  
Course Coordinator

3 October 2023

The Principal  
Sree Narayana College  
Punalur

SUB: Request for Permission to Commence a Certificate Course in Tally

Sir,

The Department of Commerce wants to start a Certificate Course in Tally for students. A detailed proposal is submitted for your consideration and sanction.

Name of the course: Tally

Duration : 30 Hours

Timing : 1 hour

Faculty : Teachers in the Department of Commerce

The department will maintain records of the course under the supervision of the Head of the Department.

Yours faithfully

Dr. T. P. VIJUMON  
Head, Dept. of Commerce  
Sree Narayana College,  
Punalur

HOD, Dept. of Commerce.



### About the Course

Tally is one of the most widely used accounting software globally, essential for businesses of all scales. This 30-hour certificate course is designed to equip students and professionals with the skills to efficiently manage accounts, inventory, and payroll, making them industry-ready.

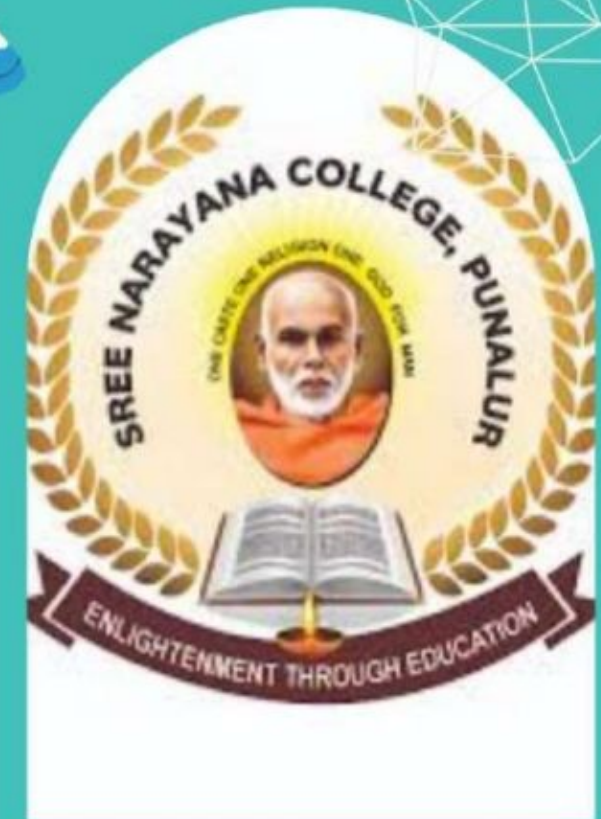


SN COLLEGE PUNALUR  
NAAC Reaccredited with B++ Grade

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Website  
[www.sncpunalur.in](http://www.sncpunalur.in)

## SREE NARAYANA COLLEGE, PUNALUR



DEPARTMENT OF COMMERCE

CERTIFICATE COURSE IN  
TALLY



# Tally -Syllabus

Duration -30 Hrs.

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## Module 1: Introduction to Tally (4 Hours)

- **Overview of Tally:** Understanding Tally software, history, and versions (Tally ERP 9, TallyPrime).
- **Interface Overview:** Introduction to the Tally screen, menus, and navigation.
- **Tally Licensing & Activation:** Installation, activation, and different types of licenses (Educational, Single User, Multi-User).
- **Working with Tally:** Starting Tally, creating a new company, and understanding the company information screen.
- **Basic Configuration:** Setting up Tally preferences, company features, and options.

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## Module 2: Master Creation & Basic Transactions (6 Hours)

- **Understanding Masters:** What are Masters in Tally? Why are they important?
- **Creating Ledgers:**
  - Types of ledgers (Assets, Liabilities, Income, Expenses, etc.)
  - Creating different types of ledgers (bank, sales, purchase, capital, etc.).
- **Creating Groups:** Types of groups (primary and secondary) and their relevance.
- **Voucher Entry:**
  - Introduction to vouchers: Contra, Payment, Receipt, Journal, Sales, and Purchase.
  - Recording basic transactions (e.g., cash transactions, bank transactions, purchase/sale entries).
  - Reversing entries and correcting mistakes.

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## Module 3: Inventory Management (6 Hours)

- **Inventory Masters:** Creating Stock Groups, Stock Categories, Units of Measure, Stock Items.
- **Stock Management:**
  - Purchase & Sales Entries involving stock items.
  - Stock transfer and inventory adjustments.
  - Handling multi-location inventory.
- **Inventory Reports:**



- Stock Summary, Stock Valuation, Stock Group reports.
  - Viewing and analyzing inventory transactions.
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#### Module 4: Advanced Transactions (6 Hours)

- **Invoice Management:**
    - Creating sales and purchase invoices.
    - Printing and customizing invoices.
    - Taxation and GST in Tally (GST rates, GST Ledger creation, GST Reports).
  - **Bank Reconciliation:**
    - Reconciliation of bank statements with Tally.
    - Handling cheque transactions.
    - Bank payment, receipt, and journal vouchers.
  - **Payroll:**
    - Employee creation and salary configuration.
    - Salary vouchers, payment, and reports.
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#### Module 5: GST (Goods and Services Tax) in Tally (4 Hours)

- **Understanding GST in Tally:** GST structure, types of GST (CGST, SGST, IGST).
  - **GST Configuration in Tally:** Enabling GST in Tally, setting up GST-related ledgers (input tax credit, output tax).
  - **GST Transactions:**
    - Recording sales and purchases with GST.
    - Generating GST-compliant invoices.
  - **GST Reports:**
    - GST summary, GST returns (GSTR-1, GSTR-3B), and GST reconciliation.
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#### Module 6: Financial Statements & Reports (4 Hours)

- **Trial Balance:** Creating, analyzing, and correcting errors in trial balance.
  - **Profit & Loss Account:** Generation and interpretation.
  - **Balance Sheet:** How to view and read the balance sheet in Tally.
  - **Other Reports:** Cash Flow, Fund Flow, Day Book, and Ledger Reports.
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#### Module 7: Advanced Features in Tally (6 Hours)

- **Tally Customization:**



- Creating and customizing reports.
  - Exporting reports to Excel, PDF, or other formats.
  - **Data Security and Backup:**
    - Securing company data with passwords and security features.
    - Backing up and restoring company data.
  - **Multiple Companies:** Working with multiple companies, consolidating company data.
  - **Multi-User Mode:** Setting up multi-user access and network configurations.
  - **Tally Vault:** Using Tally Vault for data security.
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### Module 8: Practical Sessions and Case Studies (4 Hours)

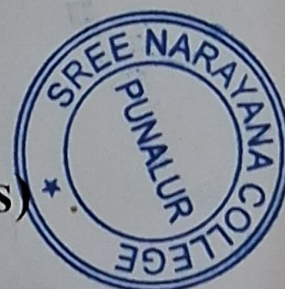
- **Hands-on Practical Exercises:**
    - Recording various types of transactions (cash, bank, inventory, invoices).
    - Generating financial reports and analyzing business performance.
    - Handling GST transactions, calculating taxes, and generating returns.
  - **Case Studies:** Real-world scenarios and problem-solving using Tally.
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### Additional Notes:

- **Assignments:** Regular assignments after each module to reinforce the learning.
  - **Quizzes/Tests:** Periodic quizzes and tests to assess understanding.
  - **Doubt Clearing Sessions:** Q&A sessions to address any student doubts.
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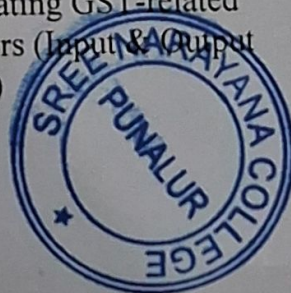
This syllabus is designed to cover the essential concepts and tools within Tally that students will need to handle accounting, financial management, and GST-related tasks efficiently. You can adapt the syllabus depending on the learning pace of your students or the specific Tally version being used.

## Tally Course Timetable (30 Hours) \*

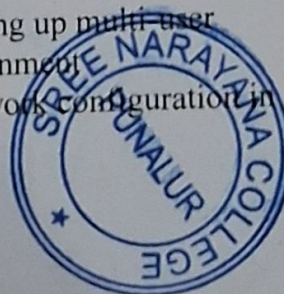


**Online Classes (7:00 PM - 8:00 PM) Instructors: Dr. T.P. Vijumon, Dr. Kavitha K.S., Ganga M.R.**

Day	Time	Topic	Duration	Details	Instructor
Day 1	7:00 PM - 8:00 PM	Introduction to Tally	1 hour	<ul style="list-style-type: none"> <li>- Overview of Tally Software</li> <li>- Introduction to Tally Interface</li> <li>- Installation &amp; Activation</li> </ul>	Dr. T.P. Vijumon
Day 2	7:00 PM - 8:00 PM	Setting Up a Company & Basic Configuration	1 hour	<ul style="list-style-type: none"> <li>- Creating a new company</li> <li>- Configuring company settings, preferences, and features</li> </ul>	Dr. T.P. Vijumon
Day 3	7:00 PM - 8:00 PM	Creating Ledgers & Groups	1 hour	<ul style="list-style-type: none"> <li>- Creating ledgers (Bank, Sales, Purchase, Expenses)</li> <li>- Understanding Groups and Grouping concepts</li> </ul>	Dr. T.P. Vijumon
Day 4	7:00 PM - 8:00 PM	Voucher Entry: Payment, Receipt & Contra	1 hour	<ul style="list-style-type: none"> <li>- Recording Payment, Receipt, and Contra vouchers</li> <li>- Practical examples of basic transactions</li> </ul>	Dr. T.P. Vijumon
Day 5	7:00 PM - 8:00 PM	Voucher Entry: Sales & Purchase	1 hour	<ul style="list-style-type: none"> <li>- Recording Sales and Purchase vouchers</li> <li>- Understanding tax and discount handling in vouchers</li> </ul>	Dr. T.P. Vijumon
Day 6	7:00 PM - 8:00 PM	Stock Management Basics	1 hour	<ul style="list-style-type: none"> <li>- Creating stock items</li> <li>- Managing stock groups, stock categories, and units of measure</li> </ul>	Dr. Kavitha K.S.
Day 7	7:00 PM - 8:00 PM	Inventory Transactions: Purchases & Sales	1 hour	<ul style="list-style-type: none"> <li>- Recording inventory-related purchase and sales transactions</li> <li>- Practical examples of inventory entries</li> </ul>	Dr. Kavitha K.S.
Day 8	7:00 PM - 8:00 PM	Stock Transfers & Adjustments	1 hour	<ul style="list-style-type: none"> <li>- Stock transfer between locations</li> <li>- Adjusting stock quantities in Tally</li> </ul>	Dr. Kavitha K.S.
Day 9	7:00 PM - 8:00 PM	Inventory Reports	1 hour	<ul style="list-style-type: none"> <li>- Generating Inventory reports (Stock Summary, Stock Valuation)</li> <li>- Understanding Stock Analysis</li> </ul>	Dr. Kavitha K.S.
Day 10	7:00 PM - 8:00 PM	GST Configuration in Tally	1 hour	<ul style="list-style-type: none"> <li>- Enabling GST in Tally</li> <li>- Creating GST-related ledgers (Input &amp; Output GST)</li> </ul>	Dr. Kavitha K.S.



Day	Time	Topic	Duration	Details	Instructor
Day 11	7:00 PM - 8:00 PM	GST Transactions: Purchase & Sales	1 hour	- Recording sales and purchase with GST - Handling GST-related taxes, exemptions - Generating and filing GST Returns	Dr. Kavitha K.S.
Day 12	7:00 PM - 8:00 PM	GST Returns: GSTR-1, GSTR-3B	1 hour	- Understanding GSTR-1 and GSTR-3B Reports - Recording advanced journal entries	Dr. Kavitha K.S.
Day 13	7:00 PM - 8:00 PM	Advanced Voucher Entries: Journal, Debit/Credit Notes	1 hour	- Handling Debit and Credit Notes	Ganga M.R.
Day 14	7:00 PM - 8:00 PM	Bank Reconciliation in Tally	1 hour	- Reconciliation of bank accounts with Tally - Handling cheque payments and receipts - Setting up Payroll in Tally	Ganga M.R.
Day 15	7:00 PM - 8:00 PM	Payroll Management in Tally	1 hour	- Salary voucher creation and processing - Generating Payroll Reports	Ganga M.R.
Day 16	7:00 PM - 8:00 PM	Payroll Reports & Payment	1 hour	- Salary payments and deductions handling	Ganga M.R.
Day 17	7:00 PM - 8:00 PM	Trial Balance & Financial Statements	1 hour	- Generating Trial Balance - Understanding Profit & Loss Account, and Balance Sheet	Ganga M.R.
Day 18	7:00 PM - 8:00 PM	Cash Flow and Fund Flow Statements	1 hour	- Understanding and generating Cash Flow and Fund Flow Reports in Tally	Ganga M.R.
Day 19	7:00 PM - 8:00 PM	Data Security & Backup in Tally	1 hour	- Creating backups - Securing data with Tally Vault and password protection	Ganga M.R.
Day 20	7:00 PM - 8:00 PM	Data Restoration and Company Management	1 hour	- Restoring company data - Working with multiple companies, and consolidating data - Customizing Tally reports	Ganga M.R.
Day 21	7:00 PM - 8:00 PM	Tally Customization & Advanced Features	1 hour	- Exporting data to Excel and PDF formats	Dr. T.P. Vijumon
Day 22	7:00 PM - 8:00 PM	Multi-User Configuration in Tally	1 hour	- Setting up multi-user environment - Network configuration in Tally	Dr. T.P. Vijumon





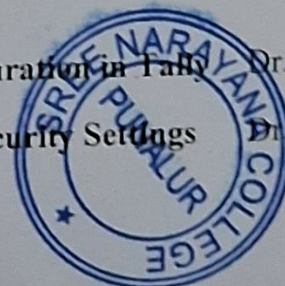
Day	Time	Topic	Duration	Details	Instructor
Day 23	7:00 PM - 8:00 PM	Tally Vault and Security Settings	1 hour	Tally - Securing company data - Setting up Tally Vault and Data Security Features - Generating and customizing reports in Tally	Dr. T.P. Vijumon
Day 24	7:00 PM - 8:00 PM	Report Generation & Customization	1 hour	- Using filters and options for better analysis - Managing multiple companies in Tally	Dr. T.P. Vijumon
Day 25	7:00 PM - 8:00 PM	Multiple Companies & Consolidated Reporting	1 hour	- Consolidating reports across companies - Hands-on exercises with practical scenarios of voucher entries, GST, and reports	Dr. T.P. Vijumon
Day 26	7:00 PM - 8:00 PM	Practical Session 1	1 hour	- Practical exercises on stock management, inventory reports, and reconciliation	Dr. T.P. Vijumon
Day 27	7:00 PM - 8:00 PM	Practical Session 2	1 hour	- Practical session on Payroll, Bank Reconciliation, and Financial Reports	Dr. T.P. Vijumon
Day 28	7:00 PM - 8:00 PM	Practical Session 3	1 hour	- Real-world case study for creating transactions, reports, and GST Returns - Review of key concepts - Addressing doubts and queries	Dr. Kavitha K.S.
Day 29	7:00 PM - 8:00 PM	Case Study: Business Transactions in Tally	1 hour	- Addressing doubts and queries - Preparing for certification	Ganga M.R.
Day 30	7:00 PM - 8:00 PM	Final Review & Doubt Clearing	1 hour		

## Tally Course Timetable (2 Classes per Week)

Instructor(s): Dr. T.P. Vijumon, Dr. Kavitha K.S., Ganga M.R.  
Duration: October 2023 – January 2024



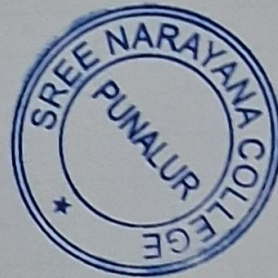
Date	Day	Time	Topic	Instructor
October 3, 2023	Tuesday	7:00 PM - 8:00 PM	Introduction to Tally	Dr. T.P. Vijumon
October 7, 2023	Saturday	7:00 PM - 8:00 PM	Setting Up a Company & Basic Configuration	Dr. T.P. Vijumon
October 10, 2023	Tuesday	7:00 PM - 8:00 PM	Creating Ledgers & Groups	Dr. T.P. Vijumon
October 14, 2023	Saturday	7:00 PM - 8:00 PM	Voucher Entry: Payment, Receipt & Contra	Dr. T.P. Vijumon
October 17, 2023	Tuesday	7:00 PM - 8:00 PM	Voucher Entry: Sales & Purchase	Dr. T.P. Vijumon
October 21, 2023	Saturday	7:00 PM - 8:00 PM	Stock Management Basics	Dr. Kavitha K.S.
October 24, 2023	Tuesday	7:00 PM - 8:00 PM	Inventory Transactions: Purchases & Sales	Dr. Kavitha K.S.
October 28, 2023	Saturday	7:00 PM - 8:00 PM	Stock Transfers & Adjustments	Dr. Kavitha K.S.
October 31, 2023	Tuesday	7:00 PM - 8:00 PM	Inventory Reports	Dr. Kavitha K.S.
November 4, 2023	Saturday	7:00 PM - 8:00 PM	GST Configuration in Tally	Dr. Kavitha K.S.
November 7, 2023	Tuesday	7:00 PM - 8:00 PM	GST Transactions: Purchase & Sales	Dr. Kavitha K.S.
November 11, 2023	Saturday	7:00 PM - 8:00 PM	GST Returns: GSTR-1, GSTR-3B	Dr. Kavitha K.S.
November 14, 2023	Tuesday	7:00 PM - 8:00 PM	Advanced Voucher Entries: Journal, Debit/Credit Notes	Ganga M.R.
November 18, 2023	Saturday	7:00 PM - 8:00 PM	Bank Reconciliation in Tally	Ganga M.R.
November 21, 2023	Tuesday	7:00 PM - 8:00 PM	Payroll Management in Tally	Ganga M.R.
November 25, 2023	Saturday	7:00 PM - 8:00 PM	Payroll Reports & Payment	Ganga M.R.
November 28, 2023	Tuesday	7:00 PM - 8:00 PM	Trial Balance & Financial Statements	Ganga M.R.
December 2, 2023	Saturday	7:00 PM - 8:00 PM	Cash Flow and Fund Flow Statements	Ganga M.R.
December 5, 2023	Tuesday	7:00 PM - 8:00 PM	Data Security & Backup in Tally	Ganga M.R.
December 9, 2023	Saturday	7:00 PM - 8:00 PM	Data Restoration and Company Management	Ganga M.R.
December 12, 2023	Tuesday	7:00 PM - 8:00 PM	Tally Customization & Advanced Features	Dr. T.P. Vijumon
December 16, 2023	Saturday	7:00 PM - 8:00 PM	Multi-User Configuration in Tally	Dr. T.P. Vijumon
December 19, 2023	Tuesday	7:00 PM -	Tally Vault and Security Settings	Dr. T.P. Vijumon



Date	Day	Time	Topic	Instructor
2023		8:00 PM		
December 23, 2023	Saturday	7:00 PM - 8:00 PM	Report Generation & Customization	Dr. T.P. Vijumon
December 26, 2023	Tuesday	7:00 PM - 8:00 PM	Multiple Companies & Consolidated Reporting	Dr. T.P. Vijumon
December 30, 2023	Saturday	7:00 PM - 8:00 PM	Practical Session 1	Dr. T.P. Vijumon
January 2, 2024	Tuesday	7:00 PM - 8:00 PM	Practical Session 2	Dr. T.P. Vijumon
January 6, 2024	Saturday	7:00 PM - 8:00 PM	Practical Session 3	Dr. T.P. Vijumon
January 9, 2024	Tuesday	7:00 PM - 8:00 PM	Case Study: Business Transactions in Tally	Dr. Kavitha K.S.
January 13, 2024	Saturday	7:00 PM - 8:00 PM	Final Review & Doubt Clearing	Ganga M.R.

#### Course Duration:

- Start Date: October 3, 2023
- End Date: January 13, 2024



**SREE NARAYANA COLLEGE, PUNALUR**  
**CERTIFICATE COURSE IN TALLY**  
**LIST OF STUDENTS**

SL. No.	Candidate Code	Name
1	15923133001	ABHINAV H S
2	15923133002	AISWARYA R
3	15923133003	ANAMIKA D S
4	15923133004	ANJALI M D
5	15923133006	GOURIKRISHNAN U
6	15923133007	HARINARAYANAN S. NAIR
7	15923133008	HARISANKAR S. NAIR
8	15923133009	LINCYMOL R
9	15923133011	NIRANJANA R S
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13	15923133018	ADITHYA P V
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15	15923133021	ADWAIT SURESH
16	15923133022	AFNA SHAJAHAN
17	15923133023	AISWARYA S NAIR
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20	15923133028	AMEENA N
21	15923133030	ANAGHA JITH
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24	15923133035	ARATHY R NAIR
25	15923133036	ARCHANA S
26	15923133039	ARYA LAL
27	15923133040	ASWIN RAJ S
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29	15923133043	HRITHIK RATNA
30	15923133044	KARTHIKA SURESH
31	15923133046	MEENAKSHY A R
32	15923133047	MUBEEN RAHMAN M
33	15923133048	MUBEENA S
34	15923133049	MUHAMMED AFSAL S
35	15923133050	MUMTHAS A
36	15923133051	NANDANA RANI.M. S
37	15923133052	NANDHANA ANIL

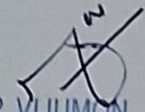


38	15923133053	NEERAJ SAJAI	
39	15923133055	PARVATHY.V. S	
40	15923133058	RESHMA S KUMAR	
41	15923133059	SAIDALI.I	
42	15923133064	SUMITHRA RAJ	
43	15923133065	VIGNESH P	
44	15923133066	VINAYA VINOD	
45	15923133067	VYSHNAVI VINOD	
46	15922133002	ALFIYA R	
47	15922133003	ANJANA KRISHNA S	
48	15922133004	ATHIRA S	
49	15922133005	DARSANA CHANDRABOSE	
50	15922133006	DEVADETH. S	
51	15922133008	GAYATHRI S	
52	15922133009	HAIFA N	
53	15922133010	NAMITHA M S	
54	15922133011	NANDANA M S	
55	15922133012	SHAMNA S	
56	15922133013	SURUMIYA SUDHEER	
57	15922133014	ABHIJITH S	
58	15922133015	ABHINADH A P	
59	15922133017	ADITHYA S	
60	15922133018	ADITHYA S KUMAR	
61	15922133019	AJIN KRISHNA ASOK	
62	15922133020	AKHIL A	
63	15922133022	AKSHARA MOHAN	
64	15922133023	AKSHAY SHAJI	
65	15922133024	AKSHAYA J	
66	15922133025	ALAN V S	
67	15922133026	ALFI RAHIM	
68	15922133028	ANANDU A	
69	15922133030	ANJANA UTHAMAN	
70	15922133031	ANUPAMA S	
71	15922133033	ANZIYA NAZEER	
72	15922133034	APARNA AJAY	
73	15922133035	APARNA V	
74	15922133036	ARUNIMA. R. S. NAIR	
75	15922133037	ASHISH JACOB	
76	15922133038	ASIYA.A	
77	15922133041	ATHULRAJ. R. M	
78	15922133042	BINITHA B.	
79	15922133043	DEEPAK SATHEESH	
80	15922133044	DEVINANDANA D S	
81	15922133046	GOPIKA. U	
82	15922133047	HARSHA.G. HAREESH	
83	15922133048	INDUMA.S	
84	15922133049	KARTHIKA SURESH	



85	15922133051	MALLIKA MOHAN	
86	15922133052	MUHAMMED NADIRSHA N	
87	15922133055	NAJA SHANAVAS	
88	15922133057	NANDANA RAJ	
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93	15922133063	RESHMA AJAYAN	
94	15922133065	SANDRA S P	
95	15922133067	SANDRA SUDHARMAN	
96	15922133069	SIDHARTH S	
97	15922133070	SNEHA KRISHNA	
98	15922133071	SNEHA SIVARAJ	



  
Dr. T. P. VIJUMON  
Head, Dept. of Commerce  
Sree Narayana College,  
Punalur

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**CERTIFICATE COURSE IN TALLY**  
**MARKLIST**

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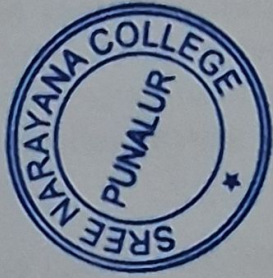


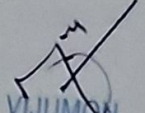
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42	15923133064	SUMITHRA RAJ	5	16
43	15923133065	VIGHNESH P	5	16
44	15923133066	VINAYA VINOD	5	18
45	15923133067	VYSHNAVI VINOD	5	19
46	15922133002	ALFIYA R	5	15
47	15922133003	ANJANA KRISHNA S	5	18
48	15922133004	ATHIRA S	5	15
49	15922133005	DARSANA CHANDRABOSE	5	16
50	15922133006	DEVADETH. S	5	18
51	15922133008	GAYATHRI S	5	18
52	15922133009	HAIFA N	5	18
53	15922133010	NAMITHA M S	5	15
54	15922133011	NANDANA M S	5	19
55	15922133012	SHAMNA S	5	17
56	15922133013	SURUMIYA SUDHEER	5	14
57	15922133014	ABHIJITH S	5	AB
58	15922133015	ABHINADH A P	5	18
59	15922133017	ADITHYA S	5	18
60	15922133018	ADITHYA S KUMAR	5	15
61	15922133019	AJIN KRISHNA ASOK	5	18
62	15922133020	AKHIL A	5	16
63	15922133022	AKSHARA MOHAN	5	16
64	15922133023	AKSHAY SHAJI	5	18
65	15922133024	AKSHAYA J	5	19
66	15922133025	ALAN V S	5	15
67	15922133026	ALFI RAHIM	5	17
68	15922133028	ANANDU A	5	19
69	15922133030	ANJANA UTHAMAN	5	16
70	15922133031	ANUPAMA S	5	16
71	15922133033	ANZIYA NAZEER	5	18
72	15922133034	APARNA AJAY	5	18
73	15922133035	APARNA V	5	17
74	15922133036	ARUNIMA. R. S. NAIR	5	19
75	15922133037	ASHISH JACOB	5	17
76	15922133038	ASIYA.A	5	15
77	15922133041	ATHULRAJ. R. M	5	17
78	15922133042	BINITHA B.	5	18
79	15922133043	DEEPAK SATHEESH	5	18
80	15922133044	DEVINANDANA D S	5	16
81	15922133046	GOPIKA. U	5	19
82	15922133047	HARSHA.G. HAREESH	5	16
83	15922133048	INDUMA.S	5	15
84	15922133049	KARTHIKA SURESH	5	15





85	15922133051	MALIKA MOHAN	5	19
86	15922133052	MUHAMMED NADIRSHA N	5	15
87	15922133055	NAJA SHANAVAS	5	19
88	15922133057	NANDANA RAJ	5	18
89	15922133058	NANTHU R	5	16
90	15922133060	NIRANJAN S	5	18
91	15922133061	PARVATHY. V.S	5	17
92	15922133062	POOJA A J	5	16
93	15922133063	RESHMA AJAYAN	5	16
94	15922133065	SANDRA S P	5	18
95	15922133067	SANDRA SUDHARMAN	5	16
96	15922133069	SIDHARTH S	5	19
97	15922133070	SNEHA KRISHNA	5	17
98	15922133071	SNEHA SIVARAJ	5	18



  
 Dr. T. P. VIJUMON  
 Head, Dept. of Commerce  
 Sree Narayana College,  
 Punalur

# Report on Completion of Certificate Course in Tally

The Certificate Course in Tally, a 30-hour program, has been successfully completed by 95 participants, marking a significant milestone in their professional development. The course, which commenced on October 3, 2023, and concluded on January 13, 2024, aimed to equip learners with practical knowledge and skills in accounting and financial management using Tally, a leading accounting software widely utilized in various industries.

The program was designed to provide a comprehensive understanding of Tally and its applications. Participants were trained in a range of essential topics, including the basics of accounting, inventory management, payroll processing, taxation, and GST compliance. Advanced features such as multi-currency transactions, financial reporting, and data security were also covered. The structured curriculum ensured a step-by-step approach, combining theoretical knowledge with hands-on practice.

Over the duration of the course, the 95 participants successfully demonstrated their ability to record and analyze financial transactions, prepare financial statements, manage inventory and payroll systems, and handle GST-compliant transactions efficiently. This rigorous training has provided them with the confidence to apply these skills in real-world scenarios, making them proficient in utilizing Tally for day-to-day accounting operations.

The outcomes of the course have been remarkable. Participants have significantly enhanced their employability by acquiring critical accounting and financial management skills. They are now better positioned to take up roles in diverse industries requiring Tally expertise. The hands-on experience gained during the program has also ensured that they are well-prepared to tackle the complexities of modern financial operations.

In conclusion, the Certificate Course in Tally has been a resounding success, with 95 students completing the 30-hour program between October 3, 2023, and January 13, 2024. This achievement reflects the dedication of the participants and the effectiveness of the curriculum. Moving forward, it is recommended that the participants continue to refine their skills by exploring advanced certifications and staying updated on the latest developments in Tally software. These steps will further enhance their professional growth and open up new opportunities in the field of accounting and financial management.



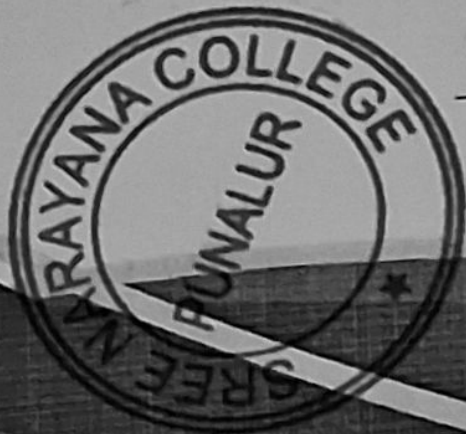
**SREE NARAYANA COLLEGE, PUNALUR**


**DEPARTMENT OF COMMERCE**

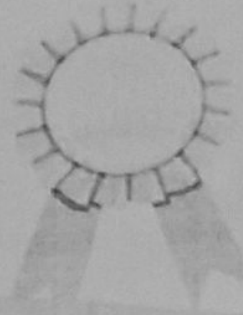
**Certificate course in Tally**


**Mr. Niranjana S (II year B.Com)**

**has successfully completed the certificate  
course in Tally(30 Hrs.) conducted by the  
Department of Commerce during October 2023  
to January 2024**



  
HoD



  
Principal