

15. Tally

1. Aims And Objectives :-

1. To Study the Concept of Tally and GST
2. To Create IT Literacy about Financial Accounting
3. To get Knowledge of Handling Computerized Accounting Package.
4. To Find out Job Opportunities in Accounting Sector.

2. Duration :- 6 Months (144 lectures each of 60 minutes) 3 days in a week.

3. Qualification :- H.S.C.

4. Intake Capacity :- Minimum 10 – Maximum 40

5. Course Fees :-

1. Admission	- 25/-
2. Alumni	- 25/-
3. Tuition Fee	- 1200/-
4. Examination Fee	- 200/-

6. Subject -I Paper I Theory 100 Marks

Unit - I 1. Introduction to Accounting. 25 Marks

Types of Accounts, Golden Rules of Accounting Principles, Double Entry System of Book Keeping, Mode of Accounting.

2. Fundamentals of Tally 9.0

Introduction of Tally Accounting Package, Installation of Tally, Advantages and Features of Tally, Creation/Setting up of Company, Groups, Cost Categories & Cost Centers.

Unit - II 3. Vouchers in Tally 25 Marks

Vouchers, Journals, Changing Date & Period, Inventory Information, Stock Groups & Categories Inventory Vouchers, Purchase Sales Order & Invoice Cheque Printing.

4. Reports -

Preparation of Trial Balance, Balance Sheet, Stock Summary, Ratio Analysis, Accounts Books, Statement of Accounts, Inventory Books, Cash Flow, Fund Flow, Bank Reconciliation Statement, Day Book

Unit - III 5. Internet Capabilities & Important Features of Tally 9.0 25 Marks

Web publishing, Foreign Currency Master, Rate of Exchange, Budget, Scenario Management, Security Control in Tally, Splitting Company, Tally Audit, Tally Interface, Tally ODFC, Backup & Restore.

6. Utilities

Tax Deduction at Source, Shortcut in Tally, Interest Calculation

Unit - IV 7. Goods and Service Tax (GST) 25 Marks

8. Payroll Accounting

Configuring Payroll in Tally, Creating Payroll Masters, Processing Payroll in Tally, Generating Payroll Reports.

Subject -II Paper II Practical **50 Marks**

Subject -III Paper III Project Work **40 Marks +10 Marks for Oral**

7. Examination System*

Paper – I - 100 Marks Theory

Nature of Question Paper

1. Question 1 is compulsory

(Fill in the blanks 10 Marks, Match the following 10 Marks)

2. Solve any 4 Questions From Q-2 to Q-7 [Theory Or Problem]

3. Each question carries 20 Marks

Total Marks 100

Paper – II - 50 Marks Practical

Instruction :

1. Solve any Two questions from Q-1 to Q-3 [Problem1,2,3]
2. Each question carries 25 Marks

Subject -III Paper III Project Work 40 Marks + 10 Marks for Oral

Mini Project - (Maximum 5 Students in one group)

1. Introduction of organization
2. Importance of the study
3. Objectives of the study
4. Accounting practices in organization
5. Conclusion
6. References

Total Examination 200 Marks

8. Recommended Books :

1. Tally 9 : Dr, Namrata Agrwal, Drem Tech Press
2. Using Tally : ERP, Ramesh Bangia, Khanna Book Pub. Co. (P) Ltd.
3. Mastering Tally ERP 9 : Basic Accounts, Invoice, Inventory : Asok Nadhani
4. Learning Tally ERP 9 in 30 days (A Handbook to teach you everything about Tally. ERP9) : Soumya Ranjan Behera
5. Computerised Accounting Using Tally, ERP9 , Tally : Education Private Limted
6. Goods and Service Tax in India : B. Vishwanathan
7. GST FOR Bigners : Jayram Hirregane

Web References :

1. <http://www.caclubindia.com> for GST in Tally
2. <http://www.tallyerp9help.com>, Tally Tutor
3. www.youtube.com, Search Online Learning Tally Video Tutorial
4. <http://accountsarabia.com/tally-tutorial-pdf-free-download>, download free Tally PDF