Part A Introduction

Program: Certificate/Diploma/Degree	Year- First	Session: 2025-26

Course Code	
Course Title	Accounting and Tally
Course Type	SEC
Pre-requisite (if any)	NO
Course Learning outcomes (CLO)	After studying this Course the Student will be able - To Understand the elements of electronic accounting process To develop clear understanding about computerized accounting system. To Create a Company, Ledgers And Groups creation, stock groups, Stock items, stock units formation, various Vouchers Entry, etc in tally software To Make adjustment entries through Tally and produce financial statements To make students capable of solving business problems using Tally. To skill students to use computerized accounting software for real time applications. To equip students to design computerized accounting system using Tally. To train students in developing financial models
Expected Job Role / career opportunities	Student can find a job as an accountant in any business firm because maximum businessmen use Tally to record their day-to-day business transactions.
Credit Value	3

Part B- Content of the Course

Total No. of Lectures + 45

Total No. of Lectures/ Practical: **L-30hrs/P-30hrs**

Module	Topics	No. of Hours
I	Financial Accounting-Concept of Double Entry System, Basic accounting principles and concepts., Preparation of Journals. Preparation of Ledgers and Trial Balance, financial statement preparation. Advanced Accounting Features ,Cost centers and cost categories, Inventory management-, Inventory information: Determination of stock groups, Stock items and stock units, Stock Groups, Stock Categories, Stock Item, Reorder Levels, Tariff classification, Bank Reconciliation Statement,	10
II	Tally ERP 9.0 - Introduction of Tally ERP 9, Advance Features of Tally, Installation and configuration , Gateway of Tally, Migration Tally. ERP 9 Data to Tally Prime . Introduction of F11 and F12, Configurations and Setting up Account Heads , Security Controls and User Management,Tally Audit and Compliance,Multi-Currency Transactions,Multi-Location Inventory Creating, altering, and shutting a company	10

III	Voucher Entries – Basic voucher types ,Back Up & Restore- Budgets & Controls. GST Reports. TDS Reports. Back-up and Restore of Existing Companies. Payroll Accounting Purchase Cycle- Purchase Order, Receipt Note, Purchase Invoice (with Zero Valued Transactions and GST Calculation for Intrastate & Interstate Transactions). • Sales Cycle- Sales Order, Delivery Note, Sales Invoice (with Zero Valued Transactions • Different Types of Billing. • Order Rejections & Order Returns • Production Formula & Manufacturing Journal.	10
IV	**Practical Training-** ➢ Creation of Company ➢ Create a group, Display & Alter in a Company ➢ Prepare final accounts of a company in Tally ERP 9 ➢ Prepare final accounts of a Company in Tally ERP 9 with Inventory ➢ Preparation of payroll ➢	15

Part C-Learning Resources

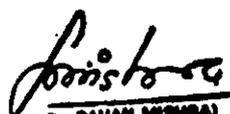### Text Books, Reference Books, Other resources

Suggested Readings:
- Behera Soumya Ranjan , Learn Tally.ERP 9, B K publications pvt ltd
- SINGH SHRADDHA,mehra navneet ,Tally ERP 9 (Power Of Simplicity), V&S publisher, delhi
- Agrawal Dr. Namrata , Comdex Tally.ERP 9 Course Kit, comdex publication delhi.
- Agrawal Dr. Mahesh Financial Accounting, Ramprasad and sons,Bhopal
- बंसल मनोज एवं शर्मा अजय ,कम्प्यूटरीकृत लेखांकन प्रणाली , साहित्य भवन पब्लिकेशन,आगरा
- Roopa, Tally for Every one - ATC Publishing Chennai.
- Nadhani, A.K. Implementing Tally ERP 9
- A Comprehensive Guide to Tally ERP 9, Tally Manual

Suggestive digital platforms web links
- **https://sscstudy.com/tally-erp-9-book-pdf-free-download/**
- **https://www.sarkarirush.com/tally**
- **https://learnmech.com/fundamentals-of-tally-erp-9-tutorial-pdf-free-download/**
- **https://instapdf.in/tally-erp-9/**

Suggested equivalent online courses

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