

Uka Tarsadia University



B.Com (Computer Applications)

Tally-I (030100402)

4th Semester

Effective from January-2013

Uka Tarsadia University

Tally-I (030100402)

B.Com (Computer Applications) (Sem.-4) Syllabus, effective from January-2013

Course Objective and Outcomes: To develop basic computer accounting skills and knowledge of the Tally software.

Total Hours: 52

[4 hrs. and 4 hrs practical per week]

Unit-1 Fundamentals of Tally

[Weightage 25%]

- 1.1. Meaning of Accounting, Branches of Accounting, Transaction, Recording Transaction, Types of Accounts
- 1.2. Accounting Principles- concepts and conventions, Double Entry System, Rules of Accounting, Mode of Accounting, Financial Statement
- 1.3. Features of Tally, Tally Screen Components, Keyboard Conventions, Start and Exit Tally, Basic Company Details
- 1.4. Practical – Create, Select, Shut and Alter a Company
- 1.5. Ledgers and Groups
- 1.6. Group Creation, Altering and Deleting in Tally
- 1.7. Ledger Creation in Tally, adding single ledgers and multiple ledgers, Altering, Displaying and Deleting Ledgers.

Unit-2 Voucher Entry in Tally

[Weightage 25%]

- 2.1. Accounting Vouchers (Receipt ,Payment , Contra, Purchase, Sales, Journal, Debit note, credit note, Revising journal) (TH)
- 2.2. Voucher Creation, Alteration and Deletion in Tally
- 2.3. Recording Accounting Transactions in the Ledgers
- 2.4. Inventory Vouchers (Purchase order, Sales order, Rejection out, Rejection in, Stock journal, Delivery note, Receipt note, Physical stock voucher, pure inventory transactions

Unit-3 Creating Inventory Masters in Tally

[Weightage 25%]

- 3.1. Stock Groups - Creating (Single & Multiple), Creating, Displaying and Altering Stock Groups
- 3.2. Stock Categories - Creating (Single & Multiple), Displaying and Altering Stock Categories

- 3.3. Units of Measure - Simple and Compound Units, Creating (Simple & Compound), Displaying and Deleting Units of Measure
- 3.4. Godowns - Creating (Single & Multiple), Displaying and Altering Godowns
- 3.5. Stock Items - Creating (Single & Multiple), Displaying and Altering Stock items
- 3.6. Walkthrough for Creating Inventory Masters

Unit-4 Generating Basic in Tally

[Weightage 25%]

- 4.1. Financial Statements - Balance Sheet, Profit & Loss A/c, Trial Balance
- 4.2. Accounting Books and Reports - Cash Book, Bank Book, Purchase Register, Sales Register, Journal Register, Debit Note Register, Credit Note Register, Day Book, Statistics
- 4.3. Inventory Books & Reports - Stock Summary, Stock Item Summary, Stock Group Summary, Stock Transfer Register, Movement analysis, Physical Stock Register
- 4.4. Exception Reports - Negative Stock, Negative Ledgers

Text Book:

- 1. Agrawal, Namrata. *Tally9: Course Kit*. New Delhi: Dreamtech Press.
- 2. Nadhani, A.K. and K.K. Nadhani. *Implementing Tally7.2*. New Delhi: BPB Publication.