PROGRAM	Bachelors Of Commerce / Bachelors Of Commerce(Hons)
SEMESTER	V
COURSE TITLE	Tally
COURSE CODE	05BC2507
COURSE CREDITS	4
COURSE DURATION	48 Hrs. (48 session of 60 min)

COURSE OUTCOMES:

- Gain complete knowledge of Tally software, theoretically as well as practically.
- Generate various Accounting Statements using Tally
- Generate various Inventory Statements using Tally
- Generate various GST reports using Tally.

Teaching and Examination Scheme

Teaching Scheme (Hours)			Credits	Internal Marks (50%)		End-Semester Examination (50%)			Total Marks
Theory	Tutorial	Practical		IA	CSE	Theory	Practical/Viva	Term Work (TW)	
3	0	2	4	30	20	0	50	0	100

Course Contents:

Unit No	Unit / Sub Unit	Sessions
I	**Fundamentals of Tally ERP 9** Need of Computerized Accounting – Components of Gateway of Tally – Keyboard Conventions – Closing Tally ERP 9 – Creation of a company – Selection of a Company – Shut a Company – Alteration of Company Details in Tally ERP 9 – Highlights of Features and Configurations in Tally ERP 9.	4
II	**Inventory Management in Tally ERP 9** Meaning of Inventory and Inventory Management – Inventory Master Creation in Tally ERP 9: Creation of Stock Group, Stock Item, Godown and Unit of Measurement – Defining stock opening balance in Tally ERP 9 – Recording Inventory Vouchers: Receipt Note Voucher, Delivery Note Voucher, Rejections In Voucher, Rejections Out Voucher, Stock Journal Voucher and Physical Stock Voucher - Recording of Purchase, Sales and Stock Transfer with godown details - Maintaining records of Damaged Goods – Creating Stock Categories – Stock Valuation Methods	12
III	**Recording of Day to Day Transactions in Tally ERP 9** Creation of Accounting Ledgers and Groups – Altering, Displaying and Deleting Ledgers and Groups – Defining Ledger opening balance in Tally ERP 9 - Meaning of Source Document or Voucher – Accounting Vouchers: Contra Voucher, Payment Voucher, Receipt Voucher, Purchase Voucher, Sales Voucher, Credit Note Voucher, Debit Note, Voucher, and Journal Voucher.	14

IV	**Getting started with GST in Tally ERP 9**	16
	Introduction – Enabling GST and Defining Tax Details – Accounting of Supply of Goods: Intrastate Inward and Outward Supply of Goods, Interstate Inward and Outward Supply of Goods, Purchase and Sales Return of Goods – Defining GST rates at - Stock Group Level, Stock Item Level, Transaction Level and Company Level – Accounting of Supply of Services: Intrastate Inward and Outward Supply of Services and Interstate Inward and Outward Supply of Services.	
V	**Generating MIS Reports in Tally ERP 9**	02
	• **Accounting Reports**	
	- Statements: Trial Balance, Profit and Loss Account, Balance Sheet, Cash Flow Statement and Fund Flow Statement.	
	-Books and Registers: Day Book, Receipts and Payments, Purchase Register and Sales Register.	
	• **Inventory Reports**	
	Stock Summary, Stock Transfer, Movement Analysis: Stock group and Stock Item Analysis.	
	• **GST Reports**	
	Generating GSTR - 1 and GSTR - 2 Report in Tally ERP 9	

SUGGESTED READINGS:

Text Book:

Sr. No	Author/s	Name of the Book	Publisher	Edition & Year of Publication
T-01	Tally Education Pvt Ltd, Bengaluru	Official Guide to Financial Accounting using Tally.ERP 9 with GST	BPB Publications	4th Revised & Updated Edition 2018

Reference Books:

Sr. No	Author/s	Name of the Book	Publisher	Edition and Year of Publication
R-01	Shraddha Singh	Tally ERP 9 (Power of Simplicity): Software for Business and Accounts	Comprehensive Computer Learning	2014
R-02	Rajesh Chheda	Learn Tally.ERP 9 with GST	Ane's Student Edition	2nd Edition-2017