

COURSE TITLE	TALLY PRIME
COURSE CODE	04BB0107
COURSE CREDITS	2

Course Outcomes: After completion of this course, student will be able to:

- 1 Gain insights of Tally Prime software, theoretically as well as practically.
- 2 Generate various reports and statements using Tally Prime.
- 3 Record and Maintain Accounting Transactions using Tally Prime

Pre-requisite of course:None

Teaching and Examination Scheme

Theory Hours	Tutorial Hours	Practical Hours	ESE	IA	CSE	Viva	Term Work
2	0	0	100	0	0	0	0

Contents : Unit	Topics	Contact Hours
1	Computerized Accounting Systems using Tally Prime Fundamentals of Tally Prime - Introduction to Tally Prime – Tally Prime Education mode & License version – Components of Gateway of Tally – Keyboard Conventions – Create, Select, Alter & Shut a Company – Highlights of Features and Configurations, Maintaining Chart of Accounts: Accounting Masters: Creation of Accounting Ledgers and Groups – Altering, Displaying and Deleting Ledgers and Groups – Defining Ledger opening balance in Tally Prime Inventory Masters: Meaning of Inventory – Inventory Master Creation in Tally Prime: Creation of Stock Group, Stock Item, Godown and Unit of Measurement – Defining stock opening balance in Tally Prime	12
2	Recording and Maintaining Accounting Transactions in Tally Prime Accounting Vouchers: Contra Voucher, Payment Voucher, Receipt Voucher, Purchase Voucher, Sales Voucher, Credit Note Voucher, Debit Note Voucher, and Journal Voucher – Inventory Vouchers: Stock Journal and Physical Stock.	8

Contents : Unit	Topics	Contact Hours
3	(A) Getting started with GST in Tally Prime (B) Generating Financial Statements & MIS Reports in Tally Prime: 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 – Accounting of Supply of Services: Intrastate Inward and Outward Supply of Services and Interstate Inward and Outward Supply of Services., 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 - Inventory Books, Stock Summary, Stock Transfer & Ageing Analysis, Movement Analysis: Stock group and Stock Item Analysis, GST Reports - Generating GSTR - 1 and GSTR - 2 Report in Tally Prime	10
Total Hours		30

Textbook :

- 1 Official Guide to Financial Accounting using Tally Prime, Tally Education Pvt. Ltd., BPB Publications, 2021
- 2 Tally Essential Level 1, 2 & 3, Tally Education Pvt. Ltd., Sahaj Enterprises, 2021

References:

- 1 Learn Tally Prime : with All New Features, Learn Tally Prime : with All New Features, Rajesh U. Chheda, Ane Books Pvt. Ltd., 2020
- 2 Mastering Tally Prime: Training, Certification & Job, Mastering Tally Prime: Training, Certification & Job, Asok K. Nadhani, BPB Publications , 2021

Suggested Theory Distribution:

The suggested theory distribution as per Bloom's taxonomy is as follows. This distribution serves as guidelines for teachers and students to achieve effective teaching-learning process

Distribution of Theory for course delivery and evaluation					
Remember / Knowledge	Understand	Apply	Analyze	Evaluate	Higher order Thinking
20.00	30.00	25.00	15.00	10.00	0.00

Instructional Method:

- 1 Theory