**Global Group Of Institutions**

**Syllabus For Specialization Class For BCA 5th Semester (2019-2020)**

Lecture : 3 Periods/week Duration :20 Hours

Name Of Faculty : Teaching Method : Theory/Practical

Subject Name:- **Tally with GST**



**Module 1:-** **Basic Accounting**

(i) Types Of Account (ii) Rules Of Debit Or Credit ( iii) Introduction to Tally

(iv) Advantage Of Tally

**Module 2:-** **Company Information**

(i) Create and Select Company (ii) Shut Company (iii) Alter (iv) Backup

(v) Restore

**Module 3:-** **Gateway of Tally Account Info**

(i) Group (ii) Ledgers (iii) Voucher types

**Module 4:-** **Inventory Info**

(i) Stock Item (ii) Stock Group (iii) Unit Measurement

**Module 5:-** **Accounting Vouchers**

(i) Contra (ii) Payment (iii) Receipt (iv) Sale (v) Purchase

(vi) Journal

**Module 6:-** **Goods & Service Tax**

(i) Create Company and Active GST in Company level.

(ii) Creating Master and Set GST rates (iii) Creating Tax Ledgers

(iv) Transferring Tax Credits of VAT (v) Excise and Service Tax to GST

(vi) Recording GST sales and printing Invoice (vii) Recording GST Local Purchase

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