

**Syllabus**

*for*

**Tally**

**(Certificate Course)**

**Department of Computer Science**

**Women's College, Tinsukia**

**Programme Outcome:**

This course is designed to impart knowledge regarding concepts of Financial Accounting. Tally is an accounting package which is used for learning to maintain accounts. After successful completion of this course students will possess required skill in Accounting, Inventory Management, and Taxation. Students will be ready with required skill to start a career as a Tally data entry operator and work with GST.

**Course Code: CFA****Duration: 3 Months/36 Hours**

Unit	Topic	Hours	
		Theory	Practical
<b>I</b>	<b>Basics of Accounting:</b> <ul style="list-style-type: none"><li>• Introduction</li><li>• Accounting Terms</li><li>• Accounting Assumptions, Concepts and Principles</li><li>• Types of Accounts</li><li>• Double Entry System of Accounting</li><li>• The Golden Rules of Debit and Credit</li><li>• Recording of Business Transactions in Journal</li><li>• Ledger</li><li>• Differences between a Journal and a Ledger</li><li>• Classification of Ledger Accounts</li><li>• Posting from Journal</li><li>• Subsidiary Books &amp; Control Accounts</li><li>• Trial Balance</li><li>• Final Accounts</li></ul>	<b>5</b>	<b>-</b>
<b>II</b>	<b>Fundamentals of Tally:</b> <ul style="list-style-type: none"><li>• Introduction</li><li>• Getting Started with Tally.ERP 9</li><li>• Company Features</li><li>• Configuration</li></ul>	<b>1</b>	<b>2</b>
<b>III</b>	<b>Accounts Information:</b> <ul style="list-style-type: none"><li>• Ledgers, Groups in Tally</li><li>• Create/Display/Alter/Delete Groups and Ledgers</li><li>• Shortcut Keys</li></ul>	<b>1</b>	<b>3</b>
<b>IV</b>	<b>Inventory Information:</b> <ul style="list-style-type: none"><li>• Introduction</li><li>• Stock Groups</li><li>• Units of Measure</li><li>• Stock Items</li></ul>	<b>2</b>	<b>7</b>

	<ul style="list-style-type: none"> <li>• Create/Alter/Delete/Display Stock items</li> <li>• Maintain Godown</li> <li>• Stock Category</li> <li>• Defining of Stock Opening Balance</li> <li>• Stock Summary</li> </ul>		
<b>V</b>	<b>Recording Day-to-Day Transactions in Tally:</b> <ul style="list-style-type: none"> <li>• Introduction</li> <li>• Types of Vouchers</li> <li>• Accounting Vouchers</li> <li>• Inventory Vouchers</li> <li>• Invoicing</li> <li>• Voucher Entry</li> </ul>	<b>2</b>	<b>10</b>
<b>VI</b>	<b>Generating Reports in Tally</b> <ul style="list-style-type: none"> <li>• Introduction</li> <li>• Day Book</li> <li>• Accounts Books and Reports</li> <li>• Stock Summary</li> <li>• Financial Statements</li> <li>• Trading Account, Profit &amp; Loss Account, Balance Sheet</li> <li>• Inventory Books</li> <li>• Printing Reports</li> </ul>	<b>1</b>	<b>2</b>
<b>Total</b>		<b>12</b>	<b>24</b>

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