

Branch Name:	Management
Program Code:	MS101
Course Title:	Tally Accounting
Course Code:	23-SEC162-2C
Pre-requisite Course:	Basic knowledge of accounting, business transactions, and fundamental computer operations.

Course Objectives:

1. To introduce students to Tally Prime software and explain its importance in accounting and business management.
2. To help students understand the different menus, features, and navigation tools available in the software.
3. To enable students to create and manage accounts, record ledger entries, and prepare financial statements using Tally.
4. To provide basic knowledge of using Tally Prime for GST setup, invoicing, and compliance.

Teaching and Examination Scheme:

Teaching Scheme (Hours per week)				Evaluation Scheme (Marks)				
Lecture (L)	Tutorial (T)	Practical (P)	Credit	Theory (Marks)		Practical (Marks)		Total (Marks)
				University Assessment	Continuous Assessment	University Assessment	Continuous Assessment	
02	-	04	04	-	50	50	-	100

Course Contents:

Unit No	Topic	Total Hours	Weightage (%)
1	Introduction to Accounting Tally Software: Overview and importance of Tally in business; Meaning, features and advantages of Tally; Creating a new company – process and data entry; company information; Altering and deleting company; Security controls; Understanding F11 (Company Features); Understanding F12 (Configuration Features); Introduction to Groups and Ledgers.	15	25%
2	Working in Tally & Reporting with GST Concepts: Voucher types: Contra, Receipt, Payment, Journal, Sales, Purchase; Introduction to Inventory management: Stock Groups, Categories, Stock Items, Units of Measurement, Godown Management, Batch-wise details; Basic understanding of GST; Activating GST in Tally; GST purchase and sales entries; Introduction to financial reports – Day Book, Trial Balance, Profit & Loss Account, Balance Sheet, Ratio Analysis, Cash Flow Statement.	20	33%
3	Practical – Company Setup & Accounting Transactions: Creation of company; Configuration settings; Creation of groups and ledgers; Recording voucher entries (Contra, Receipt, Payment, Journal, Sales, Purchase); Generating basic accounting reports.	10	17%
4	Practical – Inventory & GST Implementation:	15	25%

	Creation of stock groups, stock items, units, godowns; Inventory vouchers; GST activation and configuration; GST purchase and sales entries and financial reports; Interpretation of Balance Sheet and P&L.		
	Total Hours	60	100%

Text Books:

- Tally Essential Level 1 – Tally Education Pvt. Ltd., Sahaj Enterprises

Reference Books:

- Tally Education Pvt. Ltd. Official Guide to Tally Prime.
- Dr. P. C. Tulsian & Dr. Bharat Tulsian. Financial Accounting. S. Chand Publishing.

List of Open-Source Software/learning website:

- <https://tallysolutions.com>
- <https://swayam.gov.in/>
- <https://nptel.ac.in/>

Course Learning Outcomes (CLO):

1. Understand the purpose and importance of Tally software in accounting and business management.
2. Navigate menus, options, and various features of Tally Prime effectively.
3. Create, modify, and manage ledgers and other accounting records in the software.
4. Demonstrate a basic understanding of GST concepts and apply GST features in Tally for recording transactions and generating reports.

Mapping of CLO with PO and PSO

Course Learning Outcomes	Program Outcomes (POs)							Program Specific Outcomes (PSOs)
	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PSO1
CLO1	L	M			L	M		M
CLO2				M				L
CLO3	H	L	H		M		L	M
CLO4				L		H		H

H: High, M: Medium, L: Low