

Tally.ERP.9**Class: B.Sc.I****Level:4****Name of Co-ordinator: Mr. T.A. Shelar****Department of Mathematics**

1. Title: Tally.ERP.9
2. Year of implementation: 2020

Structure of Skill Development Course

Level	Theory Hours	Practical Hours	Total Hours	Credits	No. of students in batch
6	20	30	50	03	30

Syllabus**Learning Objectives:**

1. To learn and practice computerised accounting systems using Tally.ERP.9
2. To learn Basics of accountancy.
3. To impart knowledge regarding concepts of financial accounting which is used to maintain accounts.
4. To help students to work with well-known accounting software i.e. Tally.ERP.9
5. To make students ready with required skill for employability in the job Market.

Theory Syllabus (20 Hrs)**Unit I: Introduction to Fundamentals of Accounting**

Accounting terminology, Types of Accounts, Golden rules of accounting, accounting principles, Concepts and Conventions, Book-keeping, Bank Reconciliation Statements, financial statements.

Unit II: Methods of Recording Financial Transactions

Journal Entries, Ledgers, Account Vouchers, Trial Balance, Inventories and Inventories record systems.

Practical Syllabus (30 Hrs)

List of Experiments:-----24 hr

1. Starting Tally: Installation of Tally and Tally Menu
2. Creation of company in Tally
3. Creation of Account Masters
4. Creation of Ledgers/Group
5. Account Vouchers
6. Creation of Account Reports
7. Inventory Master in Tally
8. Printing and Housekeeping, Backup and Restore

Project/ Field Visits/ Industrial Visit-----06 hr

Learning Outcomes: After successful completion of this course student will be able to

1. work with well known accounting software i.e. Tally.ERP.9
2. enter accounting voucher entries including advance voucher entries,creat companies and also prepare financial report in Tally.ERP.9
3. making ledger accounts, output reports
4. employed as Tally data entry operator

Recommended Books:

1. Shraddha Singh and Navneet Mehra, “**Tally Power of Simplicity**”,(V & S Publication: November 2018, ISBN-978-93-505713-1-6) ,Page No.
2. “**Getting started with Tally.ERP.9**”, Tally solution Pvt.Ltd. February 2011,page No. 3-28,33-40,49-56,49-56,58-63

BOS Sub Committee:

1. Mr.T.A.Shelar
2. Mr.S.S.Nalavade

Expert Committee:

1. Mr. A.E.Gaikwad (Accounts Consultant)