SKILL BASED SUBJECT - IV : TALLY AND GST ORIENTED

Sem	Subject code	Category	Lecture		Theory		Credit
			Total Hrs	Hrs per week	Total Hrs	Hrs per week	
VI		Skill based subject - IV	30	2	30	2	2

COURSE OBJECTIVE:

1. This subject is designed to impart knowledge regarding concepts of financial Accounting.
2. Tally is an accounting package which is used for learning to maintain accounts.
3. This subject is useful for students to get placement in different offices as well as companies in Accounts department.

COURSE OUTCOMES:

On Successful completion Of the Course the student will be able:

CO Number	CO STATEMENT	Knowledge level (K1-K4)
CO1	To understand the salient features of Tally	K1
CO2	To develop skills of ledger, Group creation	K1
CO3	To understand Stock item ,stock group creation	K2
CO4	To know and understand different types of voucher creation	K2
CO5	To develop skills of various forms of GST transactions	K2

K1 – Remember; K2 – Understand; K3 – Apply; K4 – Analyze

MAPPING WITH PROGRAMME OUTCOMES

COS	PO1	PO2	PO3	PO4	PO5	PO6
CO1	M	S	S	S	S	S
CO2	M	S	S	S	M	S
CO3	S	S	M	S	S	S
CO4	S	S	M	M	S	M
CO5	S	S	S	S	S	S

S – Strong;   **M – Medium;**   **L – Low**

UNIT- I INTRODUCTION TO TALLY   6 hrs

Introduction to Tally : Advantages of using Tally software – Salient features of Tally – Company Creation in Tally - Components available in Tally- Gateway – Creation of Company – Select Company – Alter Company – Delete Company – Shutting the Company – Changing Data Directory – Auto Selection of Company Data - F11 Features – F12 Configuration .

UNIT –II   ACCOUNTING MASTERS IN TALLY   6 hrs

Ledger Creation : Alteration – Deletion – Groups Creation – Alteration – Deletion – Primary Groups – Sub-Groups – Group behaves like a Sub-Ledger.

UNIT- III INVENTORY MASTERS IN TALLY   **6 hrs**

Stock Item : (Creation – Alteration – Deletion) -Unit of Measures (Creation – Alteration – Deletion) – Stock Group (Creation – Alteration – Deletion) – Stock Category - (Creation – Alteration – Deletion)

UNIT- IV ACCOUNTING VOUCHERS IN TALLY   **6 hrs**

Meaning of Voucher – Classification of Vouchers in Tally – Accounting Vouchers -Contra – Payment – Receipt – Journal – Sales – Purchase – Credit Note – Debit Note- Tally vault-split company data-Export and Import Formats - Data Backup and Restore

UNIT- V   GST TRAINING 6 hrs

Goods and Services Tax (GST) : About Goods and Services Tax (GST) -Activating Tally in GST - Setting Up GST (Company Level, Ledger Level or Inventory Level) - Understanding SGST, CGST & IGST- Purchase Voucher with GST- Intra-State Purchase Entry in GST (SGST + CGST)- Inter-State Purchase Entry in GST (IGST)

REFERENCES:

GST using Tally.ERP 9- The official book from Tally-Sahaj Enterprises, Bengaluru, India https://cleartax.in

TEACHING METHODOLOGY:
Practical

SYLLABUS DESIGNER:

Mrs. A.Kalaiselvi, Assistant Professor, Department of Management Studies, D.K.M College for Women.