Title:	**Basics of Tally**	
Duration:	30 Hours	
Course Credits:	2	
Eligibility Criteria:	12th Pass with Basic Computer Knowledge	
Type of Course:	Multi Disciplinary	
Mode of Lectures:	Blended	
Medium of Instruction:	English	
Pre-requisite:	Basic Knowledge of Accounting and Computer	
Evaluation Method:	Blended	
Course Outcome	• Posses the skills of Computerised Accounting • Posses the skills to operate Tally Software • Can get Employed with Tally Data Entry Operator	
Course Objective	Accounting with Tally is not just theoretical program, but it is the most popular accounting software used worldwide to serve the accounting purpose in businesses, This Course aims to train students to learn basics of Accountancy, its principles, concepts, conventions, recording procedures, final accounts etc. The course is designed to provide practical skills on Computerised Accounting Systems using Tally Software.	
		Hours (30)
Course Content:	**1. Fundamentals of Accounting** Types of Account, Rules of Accounting, Accounting Principles, Concepts and conventions Transactions, **2. Introduction to Tally and Company Information** Company Features, Configuration, Getting functions with Tally. ERP9, Creation / setting up of a company in Tally **3. Creation of Groups and Ledger Accounts** Creation/alteration of single & multiple Groups Creation/alteration of single & multiple Ledgers **4. Voucher Type and Voucher Entry – Part I** Different Voucher Types Creation and Alteration of Voucher Types **5. Practice Session** **6. Voucher Entry – Part II** Voucher Entries Invoicing **7. Closing Entries and adjustments** **8. Practice Session** **9. Debit Note, Credit Note and B. R. Statement** **10. Display, Print & Report**	**02** **02** **02** **02** **06** **02** **02** **06** **02** **04**
Reference Books	1. Tally ERP 9 Training Guide – By Ashok K Nandani, PBP Publication 2. Tally Essential Level 1 – By Tally Education Pvt. Ltd., Sahaj Enterprise	