

**Board of Study (BOS), Bundelkhand University, Jhansi**

National Education Policy (NEP) - 2020

Graduation Level Syllabus (B.A./B.Sc./B.Com) for Session 2021-22

In the context of- पत्रांक: बु0वि0/एकेडमिक/2021/6030

Minor Subject (Vocational/Skill Development) Name: **Tally**

Unit	Contents	Allotted Lectures
I	Introduction, objective and types of accounting, Accounting terminologies, Types of accounts (Personal, Real & Nominal), Entries and books, Balance sheet.	3
II	Available accounting software in Indian market (e.g. TallyPrime, MARG GST, Zoho Books etc.), Selection on behalf business requirement.	3
III	Introduction, downloading & installation of tally software, Tally shortcut keys & functions, Creation & Customization of company, Masters & accounting masters, Voucher, Cost category & cost centre,	3
IV	Inventory control, Pure inventory voucher, Order processing in tally prime, Advance Inventory in master & vouchers, Vouchers class..	3
V	Introduction to Goods and Service Tax, Implementation of GST in Tally Prime, GST for Service, TDS & TCS, Payroll, Migration from Tally.	3
<b>Total Credit = 3</b>		

**Reference of Content:**

1. Basic Accounting by Rajni Sofat, Publisher: PHI Learning.
2. TallyPrime with GST by V. Mishra, Publisher: T. Balaji Publication.
3. Websites: <https://www.gst.gov.in/> and <https://www.cbic.gov.in/>