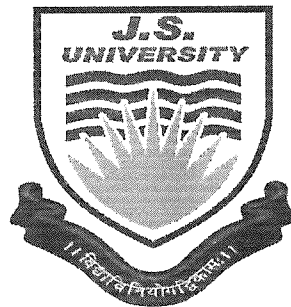


# **J.S. University, Shikohabad**

Established by UP Govt. Act No. 07 of 2015

Recognized by U.G.C. under section 2 (f) of Act-1956




## **Value Added Course**

**INTRODUCTION OF TALLY**

**VAC-016**

# FACULTY OF COMMERCE

	J.S. University, Shikohabad Faculty of commerce	Value Added Course
		AY: 2018-19

## INTRODUCTION OF TALLY

### Learning Outcome:

This course is designed to impart knowledge regarding concepts of Financial Accounting. Tally is an accounting package which is used for learning to maintain accounts. As this course is useful for Commerce students to get placements in different offices as well as companies in Accounts departments.

**Duration:** 30 Hours. (Theory and Practical)

### Syllabus Outline

#### 1. Module-1

##### Company Info Menu

- Select Company
- Shut company
- Create company
- Alter company
- Security control
- Change tally vault
- Split company data
- Backup
- Restore
- Tally audit feature.

#### 2. Module-2

##### Accounting Information

- Accounting Configuration & Features
- Group Creation

- Multiple Group Creation
- Ledger Creation
- Multiple Ledger Creation
- New Voucher Creation

Advance Ledger Creation

### 3. Module-3

#### . Inventory Information

- Inventory configuration & features
- Inventory info. Menu
- Stock groups
- Stock categories
- Stock item
- Unit of measurement
- Bills of materials
- Locations / Godowns
- Batches & Expiry
- Inventory voucher types
- HSN Code Updates

### 4. Module-4

#### Voucher Entry


- Accounting voucher
- Inventory voucher
- optional & non-accounting voucher
- Order processing
- Advanced voucher entry

### 5. Module-5

#### Advanced Accounting Features

- Cost category & cost centers
- Budgets
- Interest calculations
- Cheque printing
- Credit limits
- Scenario management
- Reorder levels & reorder quantity

- Price level & price lists

	<b>J.S. University, Shikohabad</b> <b>Faculty of commerce</b>	<b>Value Added Course</b>
		AY: 2022-22

**References:-**

Tally Essential - Level 1

Tally Education Pvt. Ltd.

Tally Essential - Level 2

Tally Education Pvt. Ltd.

Tally Essential - Level 3

Tally Education Pvt. Ltd.

Tally Ace

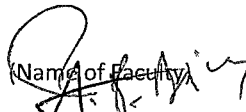
Tally Education Pvt. Ltd.



(Name of Faculty)

Course Coordinator


Mr. Praveendra  
Singh



(Name of Faculty)

Dean Academics

Dr. P. P. Singh



(Name of Faculty)

Director/Principle/Dean of  
Faculty/Department

Dr. Gaurav Gupta