BVAC 501: Tally   **Total Hours: 30**

Course Objective: To enable the students:

- Navigate Tally Interface: Efficiently use Tally's interface for data entry and master creation (company, accounts, inventory).
- Handle Transactions and Vouchers: Record transactions, create vouchers, and perform bank reconciliations.
- Generate Financial Reports: Create and analyse profit & loss, balance sheets, and cash flow reports, and export them.
- Understand GST Basics: Manage GST invoices and returns in Tally.
- Manage Inventory: Add, modify, and value stock items using Tally's inventory features.

Course Contents:

Unit I: Tally Interface and Navigation: **6 Hours**

Understanding the user interface - Data entry and modification - Masters creation (company, accounts, inventory)

Unit II: Transactions and Vouchers: **6 Hours**

Recording purchases, sales, receipts, payments - Creating vouchers (sales, purchase, contra) - Bank reconciliation

Unit III: Reports and Analysis: **6 Hours**

Generating basic reports (profit & loss, balance sheet, cash flow) - Exporting reports to other formats

Unit IV: GST and Taxation: **6 Hours**

Understanding GST basics - Creating GST invoices and filing returns

Unit V: Inventory Management: **6 Hours**

Basic stock management (adding, deleting, modifying items) -Stock valuation methods

Text & References:

- Computerised Accounting Tally-ERP 9 by Prof. K. K. Tomy.
- Computerised Accounting by Dr. Anthony Thomas.
- Mastering in Tally Prime by Rakesh Sangwan

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