

## MVAC 301: 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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