

St. Joseph's College of Commerce (Autonomous)
#163, Brigade Road, Bangalore - 560 025

LESSON PLAN - II BCOM (Analytics)

Faculty Name: Sridhar L S

Subject Name: TALLY

Lecture hours: 8

Objective: The objective is to teach the basic application of Tally to ensure students have exposure and hands on experience that enables to use the Tally effectively & efficiently preparing them to bridge the gap between the industry interfaces with academics.

SL. NO	OBJECTIVES	NO OF LECTURE HRS	TEACHING METHODS	EVALUATION/LEARNING CONFIRMATION
UNIT 1	Accounting Fundamental	2		
	Basic concepts : accounts, debits, credit, transactions, assets and liabilities		Lab classes	Practical test
	Types of accounts and rules of Generalizing		Lab classes	Practical test
	Journal and ledger, Types of balance		Lab classes	Practical test
	Trial balance and final Account		Lab classes	Practical test
UNIT 2	Introduction to Accounting software accounting (Tally)	2		
	Tally.ERP 9, Create a Company, Alter a Company, Pre-Defined Groups in Tally		Lab classes	Practical test
	Creating the Group, Alteration of Group, Deletion of Group		Lab classes	Practical test
	Creating the ledger Account, Alteration of Ledger Account, Multiple Ledger Creation		Lab classes	Practical test
	Balance Sheet		Lab classes	Practical test
UNIT 3	Accounting with Tally using Inventory	2		
	Creating Stock Group, Creating Stock categories, Creating Units of Measures		Lab classes	Practical test
	Creating Godown, Creating Stock Item		Lab classes	Practical test
	Entering Opening Stock Qty & Amount		Lab classes	Practical test

	Tally Voucher (Accounting & Inventory), Creating new Voucher Type.
UNIT 4	Purchase and Sales
	Purchase / Sales order , Receipt note
	Purchase / Sales bills, Debit / Credit note Journal, Voucher
	VAT Bills, TDS
UNIT 5	Trial balance and final account
	Ledgerwise trial balance, Trading account
	Profit and loss account, Balance sheet, Outstanding, payroll,
	Display & Reporting, Short Function Keys

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Lab classes	Practical test
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Methods of working in lab class

- 1) Collecting the balance sheet of any company from money control and other database
- 2) Students will post the collected data in Tally software and take the print out of it.
- 3) The students have to present their report based their collect data.

Assessment

- 1) 30 marks CIA (practical assignments)
- 2) 70 marks ESE (Practical exam in the computer lab)