

## Shastri 4th sem - SEC - 4

### TALLY

Unit	Topic	Credits (4)
1	<p><b>Fundamentals of Accounting -</b>  <b>Introduction</b> Accounting Terms, Accounting Assumptions, Concepts and Principles, Assumptions, Concepts, Principles, Double Entry System of Accounting  <b>Types of Accounts</b> : The Golden Rules of Accounting, Source Documents for Accounting, Recording of Business Transactions, The Accounting Equation, Recording of Transactions in Books of Original Entry/Journal, Use of Debit and Credit, Rules of Debit and Credit, Recording of Business Transactions in Journal</p>	01 credit
2	<p><b>Ledger</b>  Need for Ledger, Differences between a Journal and a Ledger, Classification of Ledger Accounts, Posting from Journal, Trial Balance, Methods of Preparation, Subsidiary Books &amp; Control Accounts, Cash Book, Single Column Cash Book, Double Column Cash Book, Three Column Cash Book, Petty Cash Book, Purchase (Journal) Book, Purchases Return (Journal) Book, Sales (Journal) Book, Sales Return (Journal) Book, Journal Proper, Control Accounts, Financial Statements, Trading and Profit&amp; Loss Account, Trading Account, Profit&amp; Loss Account, Balance Sheet, Types of Assets and Liabilities included in a Balance Sheet</p>	01 credit
3	<p><b>Fundamentals of computerized accounting-</b>  computerized accounting Vs manual accounts. Architecture and customization of TALLY – Features of Tally Configuration of Tally screens and menus – Creation of company and groups – Editing and deleting ledgers – Introduction to vouchers – Entry, payment, receipt, sales, purchase, contract and Journal vouchers- Editing and deleting vouchers.</p>	01 credit

<b>4</b>	<b>Introduction to inventories –</b> Creation of stock categories – Stock groups – Stock items – Configuration and features of stock item – Editing and deleting stocks – Day books -Trial balance – Profit and loss account – Balance sheet.	01 credit
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### Reference Book-

1. Microsoft office for windows 2007
2. Implementing Tally 5-4 Author K.K.Nadhani Publication BPB Publication