

**SARDAR PATEL UNIVERSITY**  
**Programme: Bachelor of Vocation (Banking and Financial Services)**  
**Semester: III**  
**Syllabus with effect from: June 2015**

<b>Paper Code:</b> UB03CBVB04	<b>Total Credits: 3</b>
<b>Title Of Paper:</b> Tally 9.2	

Unit	Description in detail	Weightage (%)
<b>1</b>	<b>Basic of Accounting:</b> What is accounting- Type of accounting- Classification of Income & Expenditures -Rules for Debit and Credit- Type of vouchers- Transaction of business -Journal Entry- Adjustments- Final Accounts	<b>25 %</b>
<b>2</b>	<b>Steps for working in the Tally:</b> Create Company-Creates Groups-Create Ledgers-Voucher Entries for all kinds of Transaction-Display Reports and all features of software. (Practical training in detail for all features)	<b>25 %</b>
<b>3</b>	<b>Inventory Management:</b> Inventory Management: Need and Importance of Inventory Management, Vouchers for Inventory transactions, Creating Groups, Categories, Unit of Measures, Go down and Stock Items, Transaction of inventory of a business, Display and reporting of Inventory statements- Accounting and inventory reports in tally. (Practical training in detail for all features)	<b>25 %</b>
<b>4</b>	<b>Practical Training and Assignments</b>	<b>25%</b>

**Basic Text & Reference Books:**

- Dinesh Maidasani (2008) Tally 9.0 Firewall Media.
- K & K. K Nadhani "Implementing Tally 9"BPB Publication, latest edition.

**Practical's Exposure of Subjects Arrangement s will be taken care by Concerned Subjects Teacher**

