

**DR. BABASAHEB AMBEDKAR OPEN UNIVERSITY**  
**SCHOOL OF COMMERCE & MANAGEMENT**  
**B.B.A. (Bachelor of Business Administration)**  
**(SEMESTER –4 Credit -2)**  
**Tally-2**

<b>Sr. No.</b>	<b>Unit</b>	<b>Writers Name and Contact No.</b>
<b>1</b>	<b>Entries of Accounting Voucher</b>	
	<ul style="list-style-type: none"> <li>• What is Voucher?</li> <li>• Type of Vouchers               <ul style="list-style-type: none"> <li>○ Contra Voucher (F4)</li> <li>○ Payment Voucher (F5)</li> <li>○ Receipt Voucher (F6)</li> <li>○ Journal Voucher (F7)</li> <li>○ Sales Voucher (F8)</li> <li>○ Purchase Voucher (F9)</li> <li>○ Credit Note Voucher (Ctrl + F8)</li> <li>○ Debit Note Voucher (Ctrl + F9)</li> </ul> </li> <li>• Exercise</li> </ul>	<b>Dr. Dharit Naik</b>
<b>2</b>	<b>Accounts of Inventory</b>	
	<ul style="list-style-type: none"> <li>• Introduction</li> <li>• Inventory Management in TallyPrime</li> <li>• Create &amp; use stock items</li> <li>• Delete Stock Items</li> <li>• Create Units for Stock Items</li> <li>• Create Stock Groups</li> <li>• Create Stock Categories</li> <li>• Create Godowns/Locations</li> <li>• Create Multiple Godowns/Locations</li> <li>• Bill of Material (BOM)</li> <li>• Stock Journal</li> <li>• Single/multiple bill of materials for a stock item</li> <li>• Single/multiple bill of materials with type of item</li> <li>• Delete Stock Items</li> <li>• Conclusion</li> <li>• Exercise</li> </ul>	<b>Dr. Jaimin Patel</b>
<b>3</b>	<b>Entry of Inventory Voucher</b>	
	<ul style="list-style-type: none"> <li>• Introduction</li> <li>• Types of Inventory (stock) Vouchers               <ul style="list-style-type: none"> <li>○ Purchase Order Voucher</li> <li>○ Sales Order Voucher</li> <li>○ Inventory (Stock) Journal Voucher</li> <li>○ Sales returns Order Voucher /Reject In</li> <li>○ Purchase return Order Voucher /Reject Out</li> <li>○ Inventory (Stock) Transfer Voucher</li> </ul> </li> <li>• Review and finalization of vouchers</li> <li>• Shortcuts for Inventory (Stock) Vouchers</li> <li>• Example</li> <li>• Summary</li> <li>• Exercise</li> </ul>	<b>Ankit Joshi</b>

<b>4</b>	<b>Payroll, Price List and Sales Invoice</b>	
	<ul style="list-style-type: none"> <li>• Introduction</li> <li>• Employee group</li> <li>• Employee Configuring Payroll in Tally Prime</li> <li>• Salary Details</li> <li>• Unit</li> <li>• Attendances</li> <li>• Processing Payroll in Tally Prime</li> <li>• Accounting for Employer PF Contribution</li> <li>• Payment of Professional Tax</li> <li>• Generating Reports</li> <li>• Exercise</li> </ul>	
<b>5</b>	<b>Accounting entry with G. S. T.</b>	
	<ul style="list-style-type: none"> <li>• Introduction</li> <li>• Journal Entries Related to GST</li> <li>• Accounting Entries of GST in Tally</li> <li>• Conclusion</li> <li>• Exercise</li> </ul>	
<b>6</b>	<b>Features of Advance Accounting with Important Adjustment Entry</b>	
	<ul style="list-style-type: none"> <li>• TDS <ul style="list-style-type: none"> <li>○ Purpose</li> <li>○ Form TDS Tax</li> <li>○ TDS Option On 62nd Bhate</li> <li>○ TDS Reports</li> </ul> </li> <li>• Calculation of interest</li> <li>• Reference note</li> <li>• Error correction note</li> <li>• Bank Balance Reconciliation</li> <li>• Exercise</li> </ul>	
<b>7</b>	<b>Introduction to the cost, cost Category and cost centers</b>	
	<ul style="list-style-type: none"> <li>• Introduction</li> <li>• Introduction to the project</li> <li>• Cost category</li> <li>• Cost Centers-Structure</li> <li>• Multiple cost centers</li> <li>• Tele Prime - Agreement regarding charges</li> <li>• Conclusion</li> <li>• Exercise</li> </ul>	
<b>8</b>	<b>Report writing</b>	
	<ul style="list-style-type: none"> <li>• Introduction</li> <li>• Basic features of displaying reports</li> <li>• Specific options for the report</li> <li>• Integrate Accounts With Inventory</li> <li>• Display of Profit and Loss Account /Profit and Loss Allocation Account</li> <li>• Displaying accounting books and statements</li> <li>• Cash Flow and Fund Flow Statement</li> <li>• Display Inventory, Reports and Statements</li> <li>• Printing Reports</li> <li>• Export of Data</li> <li>• Language</li> <li>• Data import</li> <li>• Exercise</li> </ul>	