

Dr. Babasaheb Ambedkar Open University
School of Commerce and Management
Tally E.R.P-9 Prime (with G.S.T)
BBA Sem-3 Credit– 02

Unit	Content
1.	Introduction to Accounting
	- Introduction - Meaning of accounting - Objectives of accounting - Advantages of accounting - Limitations of accounting - Basics Accounting Terms (terminology) - various Documents - various Methods of accounting - Classification of Transactions - Types Accounting Transactions - Account and its Types - Rules of Debit and Credit - Accounting Equations
2.	Computerized Accounting Method And Tally Software
	- Introduction - Meaning of Computerized Accounting Method (According to the explanation of the difference between human-based accounts and computerized accounts) - Identification / Characteristics of Computerized Accounting Method - Factors Responsible for adopting Computerized Accounting Method - Essential requisite for Computerized Accounting Method - different Types of Computerized Accounting Method - Development of Computerized Accounting Method - Computer accounting Method And Online computer accounting Method - Benefits – Importance of Computerized Accounting Method - Limitations – Disadvantages of Computerized Accounting Method - Specifications Regarding Accounting as Computerized Accounting Method - Computerized Fraud - Internal Control of Computerized Accounting method - nameing, grouping, segregation of accounts under Computerized Accounting Method - Well-planned Orderly Maintenance of Ledgers And Accounting Reports - Different Accounting Software (packages) and selection - introduction of Tally Software

	- Characteristics of Tally - Understanding of Accounts with the help of tally
3.	Goods and Services Tax (GST)
	- Primary introduction of GST - Why GST? - which Central Taxes Eliminated while implementing or execution of GST. - which State Government Taxes Eliminated while implementing or execution of GST. - Advantages of GST - Limitations of GST - Advantages From GST To the states - Timeline (development journey) of GST - GST Council - Introduction of GSTN - Type of GST - Current Tax Structure and GST Tax Structure - How GST will implemented ? (GST Implementation Guidance) - Rates of GST (GST Rate Slab) - Registration - Conditions/Form of obtaining Registration Number - services /Features given to the taxpayer - Input Tax Credit
4.	Introduction, Concept and Characteristics of Tally E. R. P. 9 Prime
	- Introduction - Tally Timeline (Development Journey) - Utility of Tally.ERP 9 - Installation of Tally ERP 9 Version 6 - License Configuration (Configure of License) - License Update (Updation of License)
5.	Company Creation or Setup in Tally Software (Company Creation)
	- How to Start Tally? - create New Company - create Second Company From Gateway of Tally - Company Information (Company Info.) - Transfer of company data into Tally (Company data in to latest Tally Prime) - Gateway of Tally - Option Menu (Accounts only, Accounts with Inventory and Inventory Only) - Account Information (Accounts info.) - Vouchers

6.	Configuration of Tally.ERP 9 Prime
	- Various function keys F11 to F 12 - F11 : Features - F12 : Configuration - Setting of Accounts Heads
7.	Accounts various Group
	- Group Creation - Single Group - Multivariate Group (Multiple Group) - Creation of Accounts Ledger - Single Accounts (Single Ledger) - Multivariate Accounts (Multiple Ledger) - Creation of Advance Ledger - Creation of New Voucher Type