

COURSE NAME:	Tally with GST
TOTAL DURATION:	45 Hrs
MODE OF DELIVERY	PHYSICAL CLASSROOM TRAINING AT RESPECTIVE COLLEGES
TRAINER TO STUDENT RATIO:	1:50
TOTAL MARKS:	75

Table 1

OVERALL COURSE OBJECTIVE:	<ol style="list-style-type: none"> 1. Evaluate accounting principles, concepts, and procedures to justify their application in financial management using Tally. 2. Critique the effectiveness of inventory management processes, including stock categorization, godown creation, and valuation in Tally. 3. Construct financial statements, including balance sheets, trial balances, and profit and loss accounts, using Tally's features for comprehensive financial reporting. 4. Design GST-compliant reports and configurations, ensuring accurate taxation and statutory compliance. 5. Develop workflows for managing day-to-day transactions, banking operations, and financial reconciliation in Tally.
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LEARNING OUTCOME:	<ol style="list-style-type: none"> 1. Evaluate accounting principles and their application in Tally to ensure accurate financial record-keeping and compliance with organizational standards. 2. Critique inventory management techniques, including stock categorization and valuation, to recommend improvements for efficient warehouse operations in Tally. 3. Construct comprehensive financial statements, such as balance sheets and profit and loss accounts, using Tally's tools to support business decision-making. 4. Design GST-compliant workflows and generate statutory reports, ensuring adherence to taxation laws and minimizing errors in compliance. 5. Develop banking reconciliation processes and streamlined workflows for recording daily
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	transactions, improving operational accuracy and efficiency in Tally.
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TABLE 2: MODULE WISE COURSE CONTENT AND OUTCOME				
SL.NO	MODULE NAME	MODULE CONTENT	MODULE LEARNING OUTCOME	DURATION (HRS)
1	Fundamentals of Accounting	<ul style="list-style-type: none"> - Golden Rules of Accounting - Accounting Concepts and Principles - Double Entry System 	Evaluate accounting principles and justify their application in creating ledgers and journals.	8
2	Journalizing and posting	<ul style="list-style-type: none"> - Recording transactions - Differences between journals and ledgers - Use of debit and credit 	Critique the process of journalizing and posting to ensure accurate financial tracking.	9
3	Inventory Management in Tally	<ul style="list-style-type: none"> - Stock categories, groups, and godowns - Inventory valuation and reporting - Multi-stock creation 	Construct inventory reports that reflect accurate stock categorization and valuation.	10
4	Financial Statement Preparation	<ul style="list-style-type: none"> - Balance sheets, trial balances, profit and loss accounts - Display and alteration of ledgers and groups 	Develop financial statements for comprehensive business reporting and decision-making.	8
5	Banking and	<ul style="list-style-type: none"> - Cheque printing 	Design	10

	GST Operations	and reconciliation - GST setup and report generation - MIS reports in Tally	workflows for banking transactions and ensure GST compliance through accurate report generation.	
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TABLE 3: OVERALL COURSE LEARNING OUTCOME ASSESSMENT CRITERIA AND USE CASES

LEARNING OUTCOME	ASSESSMENT CRITERIA	Performance Criteria	USE CASES
Evaluate the fundamentals of accounting in Tally.	Understand the Golden Rules of Accounting and apply them in creating ledgers and journal entries.	Demonstrates proficiency in recording transactions and generating trial balances.	Use Case: Create a trial balance for a small business using debit and credit rules.
Critique inventory management techniques.	Use single and multiple stock groups to organize inventory effectively.	Manages stock accurately, ensuring proper categorization and valuation.	Use Case: Create a stock summary report categorized by godowns and item types.
Construct accurate financial statements.	Generate reports such as balance sheets, profit and loss accounts, and trial balances in Tally.	Ensures financial statements are error-free and reflect accurate business performance.	Use Case: Generate a profit and loss statement for a retail shop.
Design GST configurations and reports.	Configure GST settings for intra-state and inter-state transactions.	Produces accurate GST reports, including GSTR-1 and GSTR-3B, using real-time data from Tally.	Use Case: Prepare a GST report for a business dealing with multiple states.

Develop workflows for banking operations and reconciliation.	Record and reconcile bank transactions, including cheque registers and deposit slips.	Ensures accurate bank reconciliations and minimizes discrepancies in financial records.	Use Case: Reconcile a bank statement with transactions recorded in Tally.
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TABLE 4: LIST OF FINAL PROJECTS (PROJECTS THAT COMPREHENSIVELY COVER ALL THE LEARNING OUTCOME)	
SL.NO	FINAL PROJECT
1	Creation of a single ledger account for a specific transaction or entity.
2	Creation of multiple ledger accounts to record various transactions and entities, allowing for detailed financial tracking.
3	Creating a single group for a specific category of accounts (e.g., assets, liabilities).
4	Creating multiple groups to categorize different sets of accounts for better organization and reporting.
5	Modifying existing ledger accounts and groups to reflect changes in accounting structure.
6	Create Inventory Masters, Groups & Group Categories
7	Generate Reports - Godown-wise, Stock Summary & inventory-related financial data.
8	Create a new company in Tally and set up the accounting and inventory management modules.
9	Record and post journal entries, ledgers, and vouchers for a small business.
10	Create and manage inventory items, including stock receipts, issues, and transfers.
11	Generate financial statements, including the balance sheet, profit and loss statement, and trial balance.
12	Create and customize invoices, including adding company logos,

	addresses, and payment terms.
13	Record and manage sales orders, including creating and printing invoices and delivery notes.
14	Create and manage credit notes and debit notes for returns and adjustments.
15	Create and manage bank accounts, including recording and reconciling bank transactions.
16	Generate and print bank reconciliation statements, including outstanding transactions and differences.
17	Prepare a detailed inventory report, including stock levels, stock values, and inventory turnover.
18	Create and manage petty cash accounts, including recording and managing petty cash transactions.
19	GST configuration & GST Report on GSTR - 1, GSTR - 3B
20	Recover data from a backup and ensure continuity and data security.

TABLE 5: COURSE ASSESSMENT RUBRICS (TOTAL MARKS: 75)

ASSESSMENT CRITERIA	Learning Outcome	Fair (1–5)	Good (6–10)	Excellent (11–15)	TOTAL MARKS
Accounting Principles	Evaluate the fundamentals of accounting in Tally.	Basic understanding of accounting concepts; minimal application in Tally.	Demonstrates understanding with accurate applications in Tally.	Displays mastery by producing detailed and accurate financial records in Tally.	15
Inventory Management	Critique inventory	Basic categorization	Manages inventory	Demonstrates expertise	15

t	management techniques.	on of inventory; minimal use of stock groups.	effectively with appropriate categorization and valuation.	by generating detailed stock reports and implementing advanced inventory techniques.	
Financial Statement Preparation	Construct accurate financial statements .	Basic financial statements with limited accuracy.	Prepares financial statements with moderate detail and accuracy.	Produces comprehensive, error-free financial statements that meet industry standards.	15
GST Compliance	Design GST configurations and reports.	Minimal understanding of GST compliance ; basic report generation.	Configures GST settings correctly and generates detailed GST reports.	Demonstrates expertise in GST compliance with accurate, real-time reporting in Tally.	15
Banking and Reconciliation	Develop workflows for banking operations and reconciliation.	Limited ability to reconcile bank transactions; minimal accuracy.	Performs bank reconciliations with moderate accuracy and detail.	Creates robust workflows for banking operations with precise reconciliations and detailed reporting.	15