

<b>Title:</b>	<b>Tally Intermediate</b>	
<b>Duration:</b>	30 Hours	
<b>Course Credits:</b>	2	
<b>Eligibility Criteria:</b>	12th Pass with Basic Computer Knowledge	
<b>Type of Course:</b>	Multi Disciplinary	
<b>Mode of Lectures:</b>	Blended	
<b>Medium of Instruction:</b>	English	
<b>Pre-requisite:</b>	Student Must have completed the module of Basics of Tally	
<b>Evaluation Method:</b>	Blended	
<b>Course Outcome</b>	<ul style="list-style-type: none"> <li>• Posses the advance skills of Computerised Accounting</li> <li>• Posses the skills to operate manage Inventory in Tally</li> <li>• Can get Employed with Tally Data Entry Operator</li> </ul>	
<b>Course Objective</b>	This Course aims to train students to learn advance knowledge of maintaining Inventory of Accountancy in Tally. The course is designed to provide practical skills on Computerised Accounting Systems using Tally Software.	
		30 hrs
<b>Course Content:</b>	<p><b>1. Inventory Management</b> Introduction to Inventory, Inventory Masters</p> <p><b>2. Inventory Creation</b> Creating, Stock Groups, Unit of Measures, Stock Items, Godown, Stock Categories.</p> <p><b>3. Inventory Vouchers</b> Creation/alteration of Inventory Vouchers, Invoicing</p> <p><b>4. Advance Features in Tally</b> Maintaining Bill wise details, New Reference, Against Reference Advance, On account</p> <p><b>5. Cost Centers</b> Cost Category, Cost Center Creation of Cost Category and cost Center</p> <p><b>6. MIS Reports</b> Trial Balance Profit and Loss Account Balance Sheet Day Book Purchase Register Sales Register Bills Book</p>	<p><b>02</b></p> <p><b>03</b></p> <p><b>06</b></p> <p><b>06</b></p> <p><b>05</b></p> <p><b>08</b></p>
<b>Reference Books</b>	<p>1. Tally ERP 9 Training Guide – By Ashok K Nandani, PBP Publication</p> <p>2. Tally Essential Level 2 – By Tally Education Pvt. Ltd., Sahaj Enterprise</p>	