Government College for Women , Pali , Rewari Haryana123102

Lesson Plan(Session2024-25)

Name : Dr.Ritu Rani

Subject : Computerised Accounting System

Class and Semester : B.com. sem.2

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| Week 1 Jan.1-Jan.4 Concept , Tally Prime |
| Week 2 Jan.06 – Jan11Installation of Tally Prime , Licensing Configrations , Tally vault Password |
| Week3 Jan.13-Jan.18Security control in Tally Prime , Data Backup &Restore |
| Week 04 Jan.20-Jan.25Export and Import Data ,Edit Log Feature in Tally, Gateway of Tally |
| Week 05 Jan.27- Feb 1Company Creation : Setup features , Accounting features , Configration , Shutting &Deleting a company |
| Week 06 Feb. 03 – Feb. 08Ledger creation : Creating single and Multiple ledgers , Altering , deleting and displaying ledger  |
| Week 07 Feb.10 – Feb.15Invoicing , Budgets : Cost centers, Interest calculations |
| Week 08 Feb. 17 – feb.22Inventory : stock Items , Purchase and sales order processing , godowns |
| Week 09feb.24 – March 01Financial Statements : Profit & Loss A/c , Balance Sheet |
| Week 10 March 03 – March 8Bank Reconcilation : Debit and Credit Note , Tally Audit features |
| Week 11 March 17- March 22Printing Features , Management Inforamation System & different reports in tally |
| Week 12 March 24 – March 29Income Tax and GST in Tally Prime : TDS ,TCS |
| Week 13 March 31 – April 05Pay roll in Tally : Introduction , Salary Accounting , |
| Week 14 April 7- april 12Pay roll Masters , Pay Roll Vouchers , |
| Week 15 April 14- april 19Gratutity , Provident fund , ESI , Payroll Reports |
| Week 16 April 21 – April 26Pratical  |
| Week 17April 28 –April 30 Revision |
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