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

|  |  |
| --- | --- |
| Week 1 Jan.1-Jan.4  Concept , Tally Prime | |
| Week 2 Jan.06 – Jan11  Installation of Tally Prime , Licensing Configrations , Tally vault Password | |
| Week3 Jan.13-Jan.18  Security control in Tally Prime , Data Backup &Restore | |
| Week 04 Jan.20-Jan.25  Export and Import Data ,Edit Log Feature in Tally, Gateway of Tally | |
| Week 05 Jan.27- Feb 1  Company Creation : Setup features , Accounting features , Configration , Shutting &Deleting a company | |
| Week 06 Feb. 03 – Feb. 08  Ledger creation : Creating single and Multiple ledgers , Altering , deleting and displaying ledger | |
| Week 07 Feb.10 – Feb.15  Invoicing , Budgets : Cost centers, Interest calculations | |
| Week 08 Feb. 17 – feb.22  Inventory : stock Items , Purchase and sales order processing , godowns | |
| Week 09feb.24 – March 01  Financial Statements : Profit & Loss A/c , Balance Sheet | |
| Week 10 March 03 – March 8  Bank Reconcilation : Debit and Credit Note , Tally Audit features | |
| Week 11 March 17- March 22  Printing Features , Management Inforamation System & different reports in tally | |
| Week 12 March 24 – March 29  Income Tax and GST in Tally Prime : TDS ,TCS | |
| Week 13 March 31 – April 05  Pay roll in Tally : Introduction , Salary Accounting , | |
| Week 14 April 7- april 12  Pay roll Masters , Pay Roll Vouchers , | |
| Week 15 April 14- april 19  Gratutity , Provident fund , ESI , Payroll Reports | |
| Week 16 April 21 – April 26  Pratical | |
| Week 17April 28 –April 30  Revision | |
|  | |