

| Lecture Plan                                                                                                                                                                                                                                                                |              |            |                                   |                               |                      |                    |                 |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|------------|-----------------------------------|-------------------------------|----------------------|--------------------|-----------------|
| Name of the College: Government College of Arts, Science and Commerce. Sanquelim - Goa                                                                                                                                                                                      |              |            |                                   |                               |                      |                    |                 |
| Name of Faculty: Ms.Priyanka Thanekar                                                                                                                                                                                                                                       |              |            | Subject: Lab Work in E-Accounting |                               |                      |                    |                 |
| Paper code: VOP504                                                                                                                                                                                                                                                          |              |            | Program: B.VOC                    |                               |                      | Division: -        |                 |
| Academic year: 2025-2026                                                                                                                                                                                                                                                    |              |            | Semester: V                       |                               |                      | Total Lectures: 90 |                 |
| Course Objectives: 1. Provide knowledge on company creation and preparation of charts using Tally Packages.<br>2. Familiarise the Chart of Accounts.<br>3. Familiarise the list of Reconciled Entries.                                                                      |              |            |                                   |                               |                      |                    |                 |
| Course Outcome: After completion of this course, the learners will be able to:<br>1. Create a company using various features of Tally.<br>2. Prepare Statement of Trading/Profit and loss Account and Balance Sheet.<br>3. Prepare Bank Reconciliation Statement.           |              |            |                                   |                               |                      |                    |                 |
| Student Learning Outcome: After completion of this course, the learners will be able to:<br>1. Create a company using various features of Tally.<br>2. Prepare Statement of Trading/Profit and loss Account and Balance Sheet.<br>3. Prepare Bank Reconciliation Statement. |              |            |                                   |                               |                      |                    |                 |
| Month                                                                                                                                                                                                                                                                       | Lecture From | Lecture To | No. of lectures allotted          | Topic, Subtopic to be covered | Exercise/ Assignment | ICT Tools          | Reference books |
| JUNE 2025                                                                                                                                                                                                                                                                   | 24/06/25     | 30/06/25   | 06                                | Introduction To Accounting    |                      | Smartboard         |                 |
|                                                                                                                                                                                                                                                                             |              |            |                                   | Golden Rules of Accounting    |                      |                    |                 |

|             |          |          |    |                                                                                                                                                                                |  |  |                                                                                                                                                                                                |
|-------------|----------|----------|----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|             |          |          |    | Types of Accounts                                                                                                                                                              |  |  |                                                                                                                                                                                                |
|             |          |          |    | Passing Journal Entries                                                                                                                                                        |  |  |                                                                                                                                                                                                |
| JULY 2025   | 01/07/25 | 5/07/25  | 28 | <b>Module 01</b> : User Interface and Company Management •Section 01 : Introduction to Tally ERP9                                                                              |  |  | 1.Asok K. Nadhani, “TALLY 1ERP 9 TRAINING GUIDE - 4TH REVISED & UPDATED EDITION”, January 2018.                                                                                                |
|             | 07/07/25 | 12/07/25 |    | 02 : Installing Tally ERP9 License Server                                                                                                                                      |  |  |                                                                                                                                                                                                |
|             | 14/07/25 | 19/07/25 |    | Section 03 : Creating a Company                                                                                                                                                |  |  |                                                                                                                                                                                                |
|             | 21/07/25 | 26/07/25 |    | Section 04 : Data Path for Tally ERP9 Companies                                                                                                                                |  |  |                                                                                                                                                                                                |
|             | 28/07/25 | 31/07/25 |    | •Section 05 : Altering and Deleting Company                                                                                                                                    |  |  |                                                                                                                                                                                                |
|             |          |          |    | •Section 06 : Gateway of Tally and User Interface                                                                                                                              |  |  |                                                                                                                                                                                                |
| AUGUST 2025 | 01/08/25 | 09/08/25 | 18 | <b>Module 02</b> : Masters –Ledgers •Section 01 : Understanding Ledgers •Section 02 : Creating Ledgers •Section 03 : Creating Multiple Ledgers                                 |  |  | 1.Asok K. Nadhani, “TALLY 1ERP 9 TRAINING GUIDE - 4TH REVISED & UPDATED EDITION”, January 2018<br>2.Official guide to financial accounting using TALLY ERP 9 with GST, Tally Education P. Ltd. |
|             | 11/08/25 | 16/08/25 |    | Section 03 : Creating Multiple Ledgers •Section 04 : Altering and Deleting Ledgers •Section 05 : Practical Examples                                                            |  |  |                                                                                                                                                                                                |
|             | 18/08/25 | 22/08/25 |    | <b>Module 3</b> : Masters –Groups •Section 01 : Understanding Groups •Section 02 : Creating Groups •Section 03 : Altering and Deleting Groups •Section 04 : Practical Examples |  |  |                                                                                                                                                                                                |
|             | 23/08/25 | 31/08/25 |    | <b>GANESH CHATURTHI BREAK</b>                                                                                                                                                  |  |  |                                                                                                                                                                                                |
|             |          |          |    |                                                                                                                                                                                |  |  |                                                                                                                                                                                                |
|             |          |          |    |                                                                                                                                                                                |  |  |                                                                                                                                                                                                |

|                |          |          |    |                                                                                                                                                                                                                |  |  |                                                                                                                                                                                                |
|----------------|----------|----------|----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| SEPTEMBER 2025 | 02/09/25 | 06/09/25 | 24 | <b>Module 3</b> : Masters –Groups •Section 01 : Understanding Groups •Section 02 : Creating Groups •Section 03 : Altering and Deleting Groups •Section 04 : Practical Examples                                 |  |  | 1.Asok K. Nadhani, “TALLY 1ERP 9 TRAINING GUIDE - 4TH REVISED & UPDATED EDITION”, January 2018<br>2.Official guide to financial accounting using TALLY ERP 9 with GST, Tally Education P. Ltd. |
|                | 08/09/25 | 13/09/25 |    | <b>Module 4</b> : Masters –Bill wise Debtors and Creditors Ledgers •Section 01 : Using Practice Files •Section 02 : Configuring BillwiseDetails •Section 03 : Examples on Creating BillwiseLedgers             |  |  |                                                                                                                                                                                                |
|                | 15/09/25 | 20/09/25 |    | <b>Module 4</b> : Masters –Bill wise Debtors and Creditors Ledgers •Section 01 : Using Practice Files •Section 02 : Configuring BillwiseDetails •Section 03 : Examples on Creating BillwiseLedgers             |  |  |                                                                                                                                                                                                |
|                | 22/09/25 | 30/09/25 |    | Masters –Bill wise Debtors and Creditors Ledgers •Section 01 : Using Practice Files •Section 02 : Configuring BillwiseDetails •Section 03 : Examples on Creating BillwiseLedgers                               |  |  |                                                                                                                                                                                                |
|                |          |          |    |                                                                                                                                                                                                                |  |  |                                                                                                                                                                                                |
| OCTOBER 2025   | 01/10/25 | 04/10/25 | 16 | <b>Module 5</b> : Payment Voucher •Section 01 : Understanding Default Vouchers •Section 02 : Payment in Single Entry Mode (Examples) •Section 03 : Payment in Double Entry Mode (Examples) Module 6 : Day Book |  |  | 1.Asok K. Nadhani, “TALLY 1ERP 9 TRAINING GUIDE - 4TH REVISED & UPDATED EDITION”, January 2018<br>2.Official guide to financial accounting using TALLY ERP 9 with GST, Tally Education P. Ltd. |
|                | 06/10/25 | 11/10/25 |    | •Section 02 : Payment in Single Entry Mode (Examples) •Section 03 : Payment in Double Entry Mode (Examples)<br><b>Module 6</b> : Day Book<br>Practical Problems                                                |  |  |                                                                                                                                                                                                |
|                | 13/10/25 | 18/10/25 |    | Practical problems                                                                                                                                                                                             |  |  |                                                                                                                                                                                                |
|                |          |          |    |                                                                                                                                                                                                                |  |  |                                                                                                                                                                                                |
|                |          |          |    |                                                                                                                                                                                                                |  |  |                                                                                                                                                                                                |

**Assessment  
Rubrics**

| Component            | Max<br>Marks |
|----------------------|--------------|
| ISA 1                |              |
| ISA 2                |              |
| Practical            | 75           |
| Project              |              |
| Semester<br>End Exam |              |