



# GUJARAT TECHNOLOGICAL UNIVERSITY

Program Name: Bachelor of Vocation

Level: Under Graduate

Branch: Practical Accounting and Tax (DPATP) & TALLY

Course / Subject Code : BV01008071

Course / Subject Name : Tally Accounting Data Entry Operator

w. e. f. Academic Year:	2024-25
Semester:	1
Category of the Course:	On Job Training

<b>Prerequisite:</b>	Passion to Learn
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## Course Outcome:

After Completion of the Course, Student will able to:

No	Course Outcomes
01	Do Company Creation and Master Setting Using Tally
02	Do Ledger Group & Account Creation and Invoice Set up Using Tally
03	Do Voucher Entry Using Tally
04	Do Bank Statement Entry using Tally

## Teaching and Examination Scheme:

Teaching Scheme (in Hours)			Total Credits L+T+ (PR/2)	Assessment Pattern and Marks				Total Marks
L	T	PR	C	Theory		Tutorial / Practical		
				ESE (E)	PA / CA (M)	PA/CA (I)	ESE (V)	
0	0	12	6	0	0	100	100	200

## Course Content:

Sr. No.	Content	Hrs.
1.	Company Creation and Master Setting in Tally  Create Company for a New Client Setting Security Controls Creating Master Setting	15
2.	Ledger Group & Account Creation	15



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	Group Creation, Multiple Group Creation Ledger Creation Account Creation Advance Ledger Creation	
3.	Voucher Entry and Invoice Set up  New Voucher Creation Invoice Set up	80
4.	Bank Statement Entry  Collecting Bank Statement Reading Bank Statement	90
	Total	200

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