

Curriculum of Certificate in Tally Prime

From 2026-27 Onwards



DEPARTMENT OF LIFELONG LEARNING (DLL)
SCHOOL OF EDUCATION
BHARATHIDASAN UNIVERSITY
KHAJAMALAI CAMPUS
TIRUCHIRAPPALLI - 620 023

**BHARATHIDASAN UNIVERSITY DEPARTMENT OF LIFELONG LEARNING,
KHAJAMALAI CAMPUS, TIRUCHIRAPPALLI – 620 023**

CURRICULAM FOR CERTIFICATE IN TALLY PRIME

REGULATION AND SYLLABUS

1. Eligibility

- I.** For Admission : 10th and above, a pass in the High School Examination (Academic) conducted by the Government of Tamil Nadu ; or an examination accepted as equivalent thereto by the syndicate ,subject to such conditions as may be prescribed thereof.
- II.** The candidate must have completed 15 years of age at the time of admission. There is no age limit for the admission of the Programme.

2. Mode :

A Self financing programs. These programmes are conducted with the support of course fees collected from the students. The facilities, faculty and other programme expenses are met through the Course fee collected from the students. The DLL offer this Programme with the support of Tally Institutions/ Academies/ TNCSE. The training will lead to a Certificate in Tally Prime.

3. Duration

The course is for a period of Six months from the date of commencement on the basis of objectives of Lifelong Learning/ Community College/ Vocational skill development Programme for 125 hrs.

4. Course of study:

Candidates shall be permitted to do this Certificate in Tally Prime concurrently with their UG/PG degree programme including programme under Distance education mode. The classes may be conducted either during week days after class hours or during weekly holidays. The candidates undergoing various course in the university Departments of Bharathidasan University particularly the students of M.A (HRM) of the Department of lifelong learning are permitted to do this Certificate in Tally Prime concurrently with their PG programme.

5. Course Fee: As prescribed by the University from time to time.

6. Scheme of Examination

Note: Practical/Internship or training shall be a part of the every paper. 60% Practical and 40%

Papers	Marks		Total	Marks Evaluation in Percentage		Pass Mark	Total No. of credits
	CIA	UEA		Theory	Practical		
Paper I - Fundamentals of Tally Prime and Accounting Basics (Theory + Practicals) 25 Hours	25(10+15)	75 (30+45)	100	40	60	40	5
Paper II - Advanced Accounting & Inventory Management in Tally Prime (Theory + Practicals) 25 Hours	25(10+15)	75 (30+45)	100	40	60	40	5
Paper III - GST, Payroll & Advanced Features in Tally Prime (Theory + Practicals) 25 Hours	25(10+15)	75 (30+45)	100	40	60	40	5
Paper IV - Practical TALLY application Training (Practicals +Report + Viva voce) 50 Hours	25(10+15)	75 (30+45)	100	40	60	40	5
Total Hours - 125 / Total Marks			400	Total Credits		20	

7. Distribution of Teaching hours

There shall be a total number of 125 actual contact hours. Each Theory paper shall have 25 hours $3 \times 25 = 75$ hours and Practical's shall have 50 Hours.

8. Examination:

a. There shall be examination at the end of the course i.e. December / January/February or June/July/August or as per the commencement of the programme. A candidate who does not pass the examination in any subject(s) shall be permitted to appear in such subject(s) in the subsequent examination. All the candidates shall be required to register for the entire examination at the first appearance.

b. The results of all examinations will be published at the Department in which they took the examinations.

9. Passing Minimum:

A candidate shall be declared to have passed in each paper if he /she secure not less than 40% of the prescribed maximum marks. He /She shall be declared to have passed the whole examination and qualified for the certificate, if He /She pass in all the papers.

10. Classification of successful candidates

Those who secure 60% or above the maximum shall be declared to have passed in I class; those who secure 50% or above but below 60% shall be declared to have passed in II class. All other successful candidates shall be declared to have passed the examination in the III class.

11. Award of certificate

A candidate shall be eligible for the award of the certificate if He /She has passed all the examination prescribed thereof.

12. Revision of Regulations and curriculum

The University may from time to time revise, amend and change the regulation and the curriculum it found necessary.

13. Structure:

3 Papers + 1 Practical (Theory + Hands-on) and jointly aligned with accounting requirements.

.....

PROGRAMME CODE : CECTP

TALLY PRIME - PROGRAMME OUTCOMES

1. Technically Proficient Graduates will demonstrate a strong foundation in accounting principles and hands-on expertise in Tally Prime software for business operations.
2. Industry-Ready Professionals will exhibit the ability to streamline financial transactions, payroll, and inventory management with accuracy and efficiency.
3. Ethical Practitioners will uphold integrity and compliance with taxation and financial reporting standards in real-world scenarios.
4. Problem Solvers will apply critical thinking to troubleshoot accounting discrepancies and optimize financial workflows using Tally Prime.
5. Lifelong Learners will be equipped to adapt to evolving versions of Tally Prime and emerging financial technologies.

TALLY PRIME - PROGRAMME SPECIFIC OUTCOMES

1. Operate all core modules (accounting, GST, inventory, payroll) with precision.
2. Apply GST, TDS, and other tax-related processes in compliance with Indian financial laws.
3. Generate and interpret financial reports (balance sheets, profit/loss statements) for business insights.
4. Utilize Tally Prime to automate repetitive tasks, reducing manual errors.
5. Address business accounting needs by customizing Tally Prime features for diverse industries.
6. Maintain systematic records to facilitate smooth internal and statutory audits.
7. Manage inventory and payroll efficiently to minimize operational costs.

FUNDAMENTALS OF TALLY PRIME AND ACCOUNTING BASICS**Course Objectives**

1. To provide students with a clear understanding of basic accounting principles, rules, and processes.
2. To train students in using Tally Prime software for recording, classifying, and summarizing financial transactions.
3. To enable students to generate financial reports and analyze data for effective decision-making in real-world business scenarios.

Course Outcome

CO	STATEMENT	Bloom's Taxonomy Levels (L1–L5)
CO1	Understand the basic features and navigation of Tally Prime software.	L1 L2
CO2	Comprehend fundamental accounting principles relevant to Tally.	L2 L3
CO3	Apply the double-entry accounting system and manage groups and ledgers in Tally Prime.	L3
CO4	Record various financial transactions accurately using appropriate vouchers.	L3 L4
CO5	Generate essential financial reports including trial balance, profit & loss account, and balance sheet using Tally Prime.	L4 ,L5

UNIT- I Introduction to Tally Prime

- Overview, installation, company creation
- Navigating the Tally Prime interface

UNIT- II Principles of tally

- Features & benefits of Tally Prime
- Basic accounting principles

UNIT- III Accounting Fundamentals

- Double-entry system
- Groups & ledgers in Tally

UNIT- IV Recording Transactions

- Vouchers (Payment, Receipt, Contra, Journal)
- Sales & purchase entries
- Debit & credit notes

UNIT- V Reports & Utilities

- Day book, cash book, bank book
- Trial balance, profit & loss account, balance sheet

UNIT- VI Current trends and Updates

COs	Mapping with Programme Outcome									
	Programme Outcomes (PO)					Programme Specific Outcomes (PSO)				
	PO1	PO2	PO3	PO4	PO5	PSO1	PSO2	PSO3	PSO4	PSO5
C01	3	3	3	3	3	3	2	3	3	3
C02	3	3	2	3	3	3	3	1	1	2
C03	2	3	3	2	3	3	3	3	2	2
C04	3	2	3	3	2	3	2	3	3	3
C05	3	3	2	3	2	3	3	3	3	3
C06	3	3	3	3	3	3	3	3	3	3

1. Moderate 2. High 3. Very high

ADVANCED ACCOUNTING & INVENTORY MANAGEMENT IN TALLY PRIME**Course Objectives**

1. To equip students with skills in managing complex accounting transactions such as cost centers, GST, TDS, and payroll in Tally Prime.
2. To train students in creating, tracking, and controlling inventory using features like stock groups, batches, Godowns, and reorder levels.
3. To help students generate and interpret advanced reports for decision-making, performance evaluation, and strategic planning.

CO	STATEMENT	Bloom's Taxonomy Levels (L1–L5)
CO1	Understand and apply advanced accounting features such as cost centers, interest calculation, and multi-currency handling.	L1 L2
CO2	Manage inventory effectively by setting up stock groups, categories, items, and godowns in Tally Prime.	L2 L3
CO3	Utilize voucher classes and advanced voucher functions for order processing and billing.	L3
CO4	Generate and analyze advanced financial reports including ratio analysis and budgeting.	L3 L4
CO5	Configure GST in Tally Prime and manage GST-compliant invoicing and return filing.	L4 ,L5

UNIT I- Advanced Accounting Features

- Cost centers& cost categories
- Interest calculation
- Multi-currency & multi-location

UNIT II- Inventory Management

- Stock groups, categories, and items
- Units of measurement
- Godowns (storage locations)

UNIT III- Voucher Classes & Advanced Vouchers

- Purchase & sales order processing
- Invoicing & billing features
- Delivery & receipt notes

UNIT IV-Advanced Reporting

- Ratio analysis, fund flow & cash flow
- Budgeting & variance analysis

UNIT V: GST (Goods and Services Tax) Compliance:

- Configuring GST in Tally, creating GST-
- Compliant invoices, filing GST returns (GSTR-1, GSTR-3B), and reconciling data.

UNIT- VI Current trends and Updates

COs	Mapping with Programme Outcome									
	Programme Outcomes (PO)					Programme Specific Outcomes (PSO)				
	PO1	PO2	PO3	PO4	PO5	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	3	3	3	3	3	3	2	3	3	3
CO2	3	3	2	3	3	3	3	1	1	2
CO3	2	3	3	2	3	3	3	3	2	2
CO4	3	2	3	3	2	3	2	3	3	3
CO5	3	3	2	3	2	3	3	3	3	3
CO6	3	3	3	3	3	3	3	3	3	3

1. Moderate 2. High 3. Very high

GST, PAYROLL & ADVANCED FEATURES IN TALLY PRIME

Course Objectives

1. To provide knowledge of GST concepts and enable students to record GST transactions and generate statutory returns in Tally Prime.
2. To train students in creating payroll masters, processing salaries, and generating payroll reports within Tally Prime.
3. To familiarize students with advanced tools such as security controls, remote access, and data management for efficient business operations.

CO	STATEMENT	Bloom's Taxonomy Levels (L1–L5)
CO1	Configure GST in Tally Prime, manage GST ledgers and vouchers, and file GST returns accurately.	L1 L2
CO2	Set up payroll management including employee details, salary processing, and statutory deductions.	L2 L3
CO3	Perform bank reconciliation, cheque printing, and ensure user data security through proper management.	L3
CO4	Manage data backup, restoration, and export reports efficiently for business needs.	L3 L4
CO5	Utilize Tally ODBC and integrate Tally Prime data with other software for MIS reporting.	L4 ,L5

UNIT- I GST (Goods & Services Tax) in Tally Prime

- Enabling GST & configuration
- GST ledgers, vouchers, and returns
- Input tax credit & GST reports

UNIT- II Payroll Management

- Payroll masters (employees, salary, attendance)
- Salary processing & pay slips
- PF, ESI, Professional Tax, Income Tax deductions

UNIT- III Tally Prime with Banking & Security

- Bank reconciliation
- Cheque printing
- User management & data security

UNIT- IV Data Management & MIS

- Backup & restore
- Exporting reports to Excel/PDF

UNIT- V MIS

- Tally ODBC & integration with other software

UNIT- VI Current trends and Updates

COs	Mapping with Programme Outcome									
	Programme Outcomes (PO)					Programme Specific Outcomes (PSO)				
	PO1	PO2	PO3	PO4	PO5	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	3	3	3	3	3	3	2	3	3	3
CO2	3	3	2	3	3	3	3	1	1	2
CO3	2	3	3	2	3	3	3	3	2	2
CO4	3	2	3	3	2	3	2	3	3	3
CO5	3	3	2	3	2	3	3	3	3	3
CO6	3	3	3	3	3	3	3	3	3	3

1. Moderate 2. High 3. Very high

PRACTICAL APPLICATIONS IN TALLY PRIME

Practical 1: Company Setup and Configuration

- **Title:** Create "ABC Traders" Company in Tally Prime with Accounts, Inventory, GST, and Payroll for 2024-25
- **Objectives:**
 - Learn to create a new company in Tally Prime.
 - Enable and configure accounting, inventory, GST, and payroll features for a fiscal year.

Practical 2: Ledger and Inventory Setup

- **Title:** Set Up Ledgers, Inventory Units, Groups, and Stock Items
- **Objectives:**
 - Create required ledgers including bank, sales, and tax ledgers.
 - Define inventory units and organize stock into groups (e.g., TVs, Headphones).
 - Add stock items under appropriate groups for inventory management.

Practical 3: Recording Financial Transactions

- **Title:** Record Bank Deposits, Payments, Receipts, and GST-Applicable Purchase & Sales Vouchers
- **Objectives:**
 - Record financial transactions using various voucher types accurately.
 - Apply GST correctly on purchase and sales transactions.

Practical 4: GST Compliance and Reporting

- **Title:** Apply GST and Generate GSTR-1 and GSTR-3B Compliance Reports
- **Objectives:**
 - Apply correct GST rates and rules to transactions.
 - Generate and analyze GSTR-1 and GSTR-3B reports for compliance.

Practical 5: Payroll Setup and Processing

- **Title:** Create Employee Master, Define Salary Structure with Deductions, and Process Payroll
- **Objectives:**
 - Create employee profiles and define payroll masters.
 - Set salary structure including statutory deductions (PF, ESI, Professional Tax).
 - Process payroll and generate pay slips.

Practical 6: Data Management, Backup, Restore & User Security

- **Title:** Manage Data Backup and Restore, Configure User Roles and Security in Tally Prime
- **Objectives:**
 - Perform data backup and restore operations to safeguard company data.
 - Set up user roles and permissions to restrict or allow access to sensitive information.
 - Understand data security practices within Tally Prime to ensure safe financial management.

COs	Mapping with Programme Outcome									
	Programme Outcomes (PO)					Programme Specific Outcomes (PSO)				
	PO1	PO2	PO3	PO4	PO5	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	3	3	3	3	3	3	2	3	3	3
CO2	3	3	2	3	3	3	3	1	1	2
CO3	2	3	3	2	3	3	3	3	2	2
CO4	3	2	3	3	2	3	2	3	3	3
CO5	3	3	2	3	2	3	3	3	3	3
CO6	3	3	3	3	3	3	3	3	3	3

1. Moderate 2. High 3. Very high

Books

1. Tally Education Pvt. Ltd. (2021). Official guide to Tally Prime with GST. Tally Education.
2. Tally Education Pvt. Ltd. (2020). Comprehensive guide on Tally Prime. Tally Education.
3. A. Murali, & R. Subramanian. (2022). Practical accounting with Tally Prime. Vijay Nicole Imprints.
4. Namrata Agrawal. (2021). Tally Prime made easy: Business accounting and GST compliance. BPB Publications.
5. Shraddha Singh, & Navneet Mehra. (2023). Tally Prime with GST: Step by step guide. V&S Publishers.

Journal / Conference Papers

1. Gupta, R., & Sharma, M. (2019). Role of Tally ERP in modern accounting practices. International Journal of Research in Commerce and Management, 10(6), 45–52.
2. Kaur, P., & Singh, A. (2020). Impact of GST implementation through Tally ERP and Tally Prime in SMEs. Journal of Accounting and Business Studies, 8(2), 112–121.
3. Patel, D., & Desai, R. (2021). Computerized accounting with Tally: A study of adoption among small enterprises. International Journal of Management and Applied Research, 6(4), 150–160.

Online Sources

1. Tally Solutions. (2025). TallyPrime product documentation. Tally Solutions Pvt. Ltd. <https://tallysolutions.com/tally-prime/>

2. Tally Education. (2023). Learning resources on TallyPrime with GST. Tally Education Pvt. Ltd. <https://tallyeducation.com/>
3. ICAI. (2022). Practical training on TallyPrime for accounting professionals. Institute of Chartered Accountants of India. <https://www.icai.org/>
4. Got it! Here's the **CO to Programme Outcome (PO) and Programme Specific Outcome (PSO) mapping** for your Tally Prime Paper 4, modeled exactly like the format you gave — with numerical strength values (e.g., 1 = Weak, 2 = Moderate, 3 = Strong):