



GURU VISHWAMBHAR KRUPA BAHUUDDESHIYA SHIKSHAN PRASARAK MANDAL

LAKKADJAWALAGA

**SHIVNERI MAHA VIDYALAYA SHIRUR  
ANANTPAL**

(Affiliated to Swami RamanandTeerthMarathwada University Nanded)



**SOFT SKILL TALLY (2022-23)**



## INTRODUCTION

Department of commerce of ShivneriMahavidyalayhas been conducted soft skill tally certification course each year. Since for the year 2022-2023 same title course will conducted in context with students improve their carrier in the field of accounting with the help of the syllabus content which has describe as fallow. This course is giving importance to practical rather than theory. So we hope this course will be beneficial for all students who are aim to work on accounting field in her future

## OBJECTIVES

- 1) To develop awareness about computerized accounting
- 2) To know the recent advances in the computerized accounting
- 3) To develop knowledge about the Tally
- 4) To create ability to work with the Tally

## SYLLABUS

### **Unit I**

Introduction of computerized accounting and tally Introduction, Meaning, definition computerized accounting, importance and features computerized accountancy, Importance of using tally, advantages of tally , features of tally

### **Unit II**

Starting with tally, basic features of tally, Company creation for the sole trader, partnership, no trading organization, and accounts creation in tally.

### **Unit III :-**

Accounting With Tally Recording Of Transactions In Tally, All Subsidiary Books With Suitable Illustration

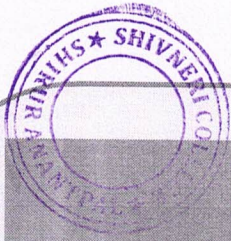
### **Unit IV :-**

Modification/Alteration Of Records In Tally

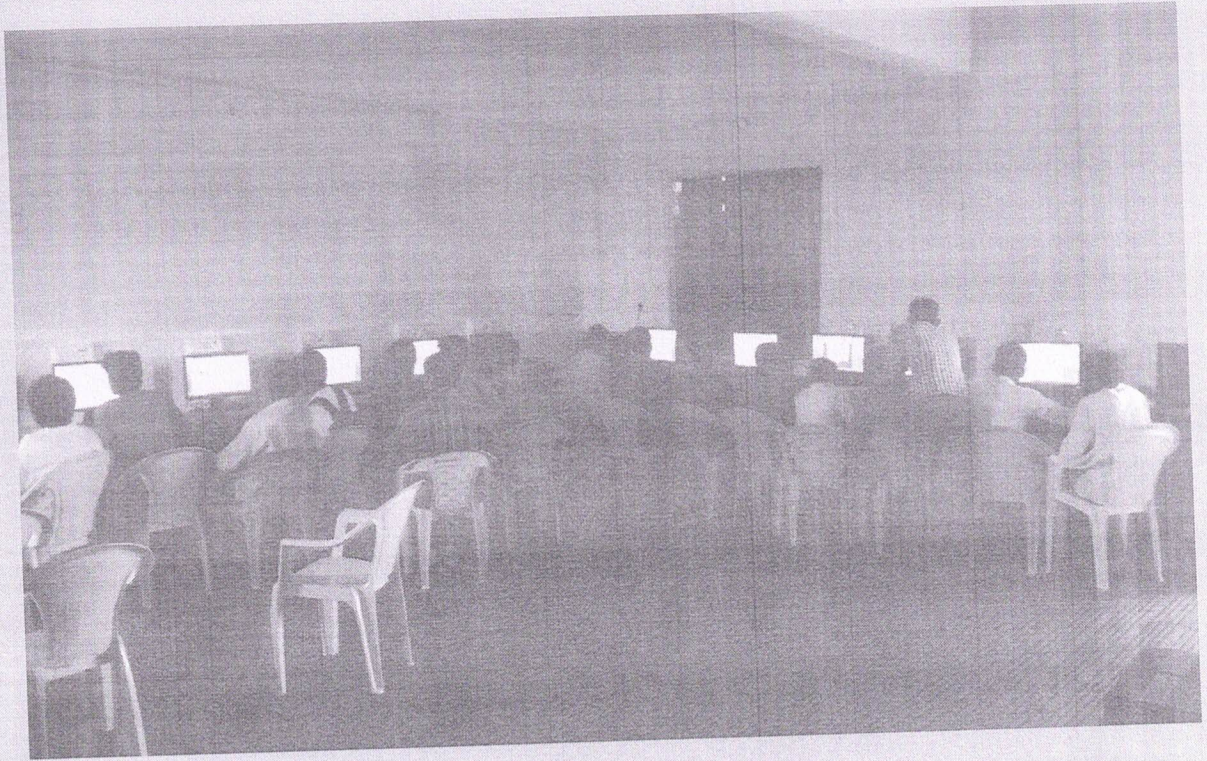
### **Unit V:-**

Report Generation (Procedures)













## REFERENCE BOOKS

- V. Rajratnam (Ph) Fundamentals Of Computer – Prentice Hall Of India Pvt Ltd Delhi
- Sander D. Megraw Hill-Computer Concepts And And Application
- Introducation Of Computer – Prof. Narayan Thorat – Vidya Prakashan Nagpur
- Computer And Commerce – Roher Hunt & John & Shelley- Prentice Hall Of India
- Computer Network- Andrew S.Tanen
- Implementing Tally 9 – A.K. Nadhani- Bpb Publication New Delhi
- Information Technology And Its Application In Business- Dr J.J.Ahirrao & Dr. P.N.Totala  
Kailash Publication

## CONCLUSION

Department of commerce successfully completed soft skill tally certificate course under the guidance of expert team of tally of the college dr sudir mane, dr satish kundalwar, dr. dipak mane, Prof. D.R.Soneri. for the year 2023-2024 in this course we have to complete all program objectives with in the duration of the course. And each students gave us to better response during the course. All students has satisfied about the teaching.

PRINCIPAL  
Shivneri Mahavidyalaya  
(Arts, Commerce & Science)  
Shirur Anantpal, Dist. Latur(M.C.)