SYLLABUS FOR BOARD OF STUDIES ADOPTION — generated from the live catalogue record

Tally Prime with GST — Practitioner Level

X-C1 · 5 days (configurable 1–5 days) · Commerce · Business & Finance · Years: 2nd, 3rd, PG

CONTENTS

Catalogue X-C1 · version 1 · generated 2026-08-24

OVERVIEW

Students record a full set of business books in Tally Prime and produce GST-ready returns.

Tally with GST is the baseline accounting skill every commerce graduate is expected to have; practitioner-level fluency makes them useful in a firm's accounts department from day one.

HOURS AND CREDIT POSITION

Contact hours: 40 Guided project: 20 Self-study: 0 Notional total: 60

Credit claim: 2

60 notional hours ÷ 30 hours per credit (NSQF track, UGC Micro-credentials Guidelines §5.3.3) = 2 credits.

COURSE OUTCOMES

CO1. Configure a company and chart of accounts in Tally Prime (K3)
CO2. Record sales, purchase, payment and receipt vouchers accurately (K3)
CO3. Maintain inventory with stock groups and valuation (K3)
CO4. Compute GST liability and generate GSTR-1 and GSTR-3B (K3)
CO5. Produce a profit-and-loss statement and balance sheet from a book set (K3)

COURSE CONTENT — MODULES

Hours shown are the recommended format; module time scales proportionally when the engagement runs 1–5 days.

Module 1 — Tally foundations and company setup (5h recommended)
Theory: Company creation, chart of accounts, configuration
Lab: Set up a company and its masters
Output: Configured company file

Module 2 — Recording transactions (5h recommended)
Theory: Vouchers, ledgers, the day book
Lab: Record a month of transactions
Output: Voucher entries

Module 3 — Inventory and stock (5h recommended)
Theory: Stock items, groups, godowns, valuation
Lab: Maintain an inventory with valuation
Output: Inventory records

Module 4 — GST setup (5h recommended)
Theory: GST masters, tax rates, HSN and SAC codes
Lab: Configure GST masters
Output: GST-ready company

Module 5 — GST transactions (5h recommended)
Theory: Sales, purchases, input tax credit
Lab: Record GST transactions
Output: GST transaction set

Module 6 — GST returns (5h recommended)
Theory: GSTR-1, GSTR-3B, reconciliation
Lab: Generate returns and reconcile
Output: Generated returns

Module 7 — Payroll and banking (5h recommended)
Theory: Payroll basics, bank reconciliation
Lab: Run payroll and reconcile a bank statement
Output: Payroll and reconciliation

Module 8 — Statements and capstone (5h recommended)
Theory: Profit and loss, balance sheet, a full book set
Lab: Close and present a full set of books
Output: Complete book set

ASSESSMENT SCHEME (100 MARKS)

Continuous lab exercises — 40 marks
Capstone project & demonstration — 40 marks
Quiz & viva voce — 20 marks

CO–PO MAPPING

CO1 !' PO5 (strength 2)
Tally is the profession's standard accounting tool.
CO2 !' PO5 (strength 2)
Voucher entry is core tool usage.
CO3 !' PO5 (strength 2)
Inventory maintenance is tool usage.
CO4 !' PO3 (strength 2)
Computing and filing GST is applied problem-solving.
CO5 !' PO3 (strength 2)
Preparing statements is a developed accounting outcome.

EVERY PARTICIPANT RECEIVES

- Certificate of completion
- Course material
- LMS access
- Interview question bank
- Mock interview & viva practice
- Optional nasscom NSQF assessment (priced per candidate on your quotation)

FEE

¹3,200 per student, incl. GST
Excludes the optional nasscom assessment where offered. Final pricing on your college's quotation.

DESIGNED BY

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