

<b>B.COM. SEMESTER – 5</b>		
<b>5</b>	<b>DSE – 2</b>	<b>Computerized Accounting System Using Tally - 1</b>

Name of the Course: **Computerized Accounting System Using Tally - 1**  
 Course credit: **04**  
 Teaching Hours: **45 (Hours)**  
 Total marks: **100**

**Objectives:**

Unit	Content	No. of Lectures
1	<b>BASICS OF ACCOUNTING AND TALLY:</b> - <b>Basics of Accounting:</b> <ul style="list-style-type: none"> <li>➤ Accounting Principles, Concepts and Convention</li> <li>➤ Types of Accounts</li> <li>➤ Golden Rules of Accounting</li> <li>➤ Mode of Accounting, Financial Statements</li> <li>➤ Recording Transactions of Sample Data</li> </ul> - <b>Basics of Tally:</b> <ul style="list-style-type: none"> <li>➤ Installing Configuring Tally9.ERP</li> <li>➤ Introduction of tally. 9 ERP</li> <li>➤ Getting Functional with Tally. ERP 9</li> <li>➤ Creation/setting up of Company in Tally. ERP 9</li> <li>➤ Company Features / Configurations</li> </ul>	10
2	<b>CREATING ACCOUNTING AND INVENTORY MASTERS:</b> - <b>Creating Accounting Masters in Tally. ERP 9:</b> <ul style="list-style-type: none"> <li>➤ Charts of accounts</li> <li>➤ Groups, Ledgers</li> <li>➤ Walkthrough for creating charts of Accounts</li> <li>➤ Practical Exercises</li> </ul> - <b>Creating Inventory Masters in Tally. ERP 9:</b> <ul style="list-style-type: none"> <li>➤ Stock Group, Stock Categories, Units of Measure</li> <li>➤ Godown, Stock Items, Voucher Types</li> <li>➤ Walkthrough for creating Inventory Masters</li> <li>➤ Practical Exercises</li> </ul>	12
3	<b>VOUCHER ENTRY AND BASIC REPORTS:</b> - <b>Voucher Entry in Tally. ERP 9:</b> <ul style="list-style-type: none"> <li>➤ Accounting Vouchers, Walkthrough for recording accounting vouchers</li> <li>➤ Inventory Vouchers, Walkthrough for recording Inventory vouchers</li> </ul>	15



	<ul style="list-style-type: none"> <li>➤ Practical Exercises</li> <li>- <b>Generating Basic Reports in Tally. ERP 9:</b> <ul style="list-style-type: none"> <li>➤ Financial Statements, Accounting Books &amp; Registers</li> <li>➤ Inventory Books &amp; Reports</li> <li>➤ Exception Reports</li> <li>➤ Practical Exercises</li> </ul> </li> </ul>	
4	<b>TECHNOLOGICAL ADVANTAGES OF TALLY. ERP 9:</b> <ul style="list-style-type: none"> <li>- Tally Vault, Security Controls, Backup and Restore</li> <li>- Split Company Data, Export and Import of Data</li> <li>- Printing reports</li> </ul>	<b>8</b>
5	<b>PRACTICAL:</b> Practical Exercise of Unit 1 To 4	<b>60</b>
<b>Total Lectures</b>		<b>45 + 60</b>

### Theory Question Paper Style:

UNIVERSITY EXAMINATION		
Sr. No.	Particulars	Marks
1	QUESTION - 1 (From Unit 1) <b>(OR)</b> QUESTION - 1 (From Unit 1)	13
2	QUESTION - 2 (From Unit 2) <b>(OR)</b> QUESTION - 2 (From Unit 2)	13
3	QUESTION - 3 (From Unit 3) <b>(OR)</b> QUESTION - 3 (From Unit 3)	12
4	QUESTION - 4 (From Unit 4) <b>(OR)</b> QUESTION - 4 (From Unit 4)	12
<b>Total Marks for Regular Students</b>		<b>50</b>

### Credit:

- 1 lecture = 1 hour = 1 credit and 2 practical = 2 hours = 1 credit
- Total 45 hours of theory teaching work per semester and additional 60 hours of practical per semester.
- Theory 3 Hours/week = 3 credits and additional practical 4 hours/week = 2 credits. Total credit is 5.

### Examination:

- Theory Examination - Total marks 70 (50 marks of university examination and 20 marks of internal).
- University examination: 2 Hours
- Practical Examination - Total Marks 30 (No Internal Marks). University Examination: 2 Hours

### Passing Standard:

- Student must obtain minimum 40% marks in theory and practical both
- Theory: Minimum 40% (minimum 20 marks in University examination and minimum 8 marks in internal)
- Practical: Minimum 40% (Minimum 12 marks in University examination)

### Suggested Readings and Reference Books:

1. TDL Reference Manual of Tally 9

**Note: Latest Editions of the above books may be used.**

