



**M. C. E. Society's**

**Abeda Inamdar Senior College**

Of Arts, Science and Commerce, Camp, Pune-1

(Autonomous) Affiliated to Savitribai Phule Pune University

NAAC accredited 'A' Grade

### Syllabus for F.Y.B.B.A

**2021-22 (CBCS – Autonomy 21 Pattern)**

<b>Course/ Paper Title</b>	Tally and Computer Based Accounting
<b>Course Code</b>	21CBTCA12M
<b>Semester</b>	II
<b>No. of Credits</b>	2

#### Objectives of the Course

<b>Sr. No.</b>	<b>Objectives</b>
<b>1.</b>	To train students with the most required industrial features of Tally Software in day-to-day accounting work.

#### Course Learning Outcomes:

<b>Sr. No.</b>	<b>Learning Outcome</b>
<b>1.</b>	To enable the students to handle all these business accounting requirements most efficiently

#### Syllabus

<b>Unit No.</b>	<b>Title with Contents</b>	<b>No. of Lectures</b>
<b>Unit I</b>	<b>Introduction to Tally</b>	<b>4</b>
	1. Significance	1
	2. Applications	1
	3. Set up of Tally software	2
<b>Unit II</b>	<b>Company Information Menu</b>	<b>6</b>
	1. Creation of Company	2
	2. Select Company	
	3. Shut company	

	<ul style="list-style-type: none"> <li>4. Alter company</li> <li>5. Security control</li> <li>6. Change tally vault</li> <li>7. Split company data</li> <li>8. Backup</li> <li>9. Restore</li> <li>10. Tally audit feature</li> </ul>	<p>2</p> <p>2</p>
<b>Unit III</b>	<b>Accounts Information</b>	<b>3</b>
	<ul style="list-style-type: none"> <li>1. Accounting Configuration and Features</li> <li>2. Group Creation and Multiple Group Creation</li> <li>3. Ledger Creation and Multiple Ledger Creation</li> <li>4. New Voucher Creation</li> <li>5. Advance Ledger Creation</li> </ul>	<p>1</p> <p>1</p> <p>1</p>
<b>Unit IV</b>	<b>Inventory Information</b>	<b>5</b>
	<ul style="list-style-type: none"> <li>1. Inventory configuration &amp; features</li> <li>2. Inventory information Menu</li> <li>3. Stock groups, Stock categories, Stock item, Unit of measurement</li> <li>4. Bills of materials</li> <li>5. Locations / Godowns</li> <li>6. Batches &amp; Expiry</li> <li>7. Inventory voucher types</li> <li>8. HSN Code Updates</li> </ul>	<p>3</p> <p>1</p> <p>1</p>
<b>Unit V</b>	<b>Accounting Vouchers</b>	<b>5</b>
	<ul style="list-style-type: none"> <li>1. Receipts Vouchers</li> <li>2. Payment Vouchers</li> <li>3. Purchase Vouchers</li> <li>4. Sales Vouchers</li> <li>5. Contra Vouchers</li> <li>6. Journal Voucher</li> <li>7. Debit Note</li> <li>8. Credit Note</li> </ul>	<p>2</p> <p>2</p> <p>1</p>

	9. Memorandum Vouchers	
<b>Unit VI</b>	<b>Data Management</b>	<b>2</b>
	1. More than one year company creation	1
	2. Change Period	1
<b>Unit VII</b>	<b>Payroll System</b>	<b>3</b>
<b>Unit VIII</b>	<b>Discount Management</b>	<b>2</b>
	1. Cash Discount	1
	2. Trade Discount	
	3. Vouchers Types	1
	4. Back up	
	5. Restore	
<b>Unit IX</b>	<b>Display</b>	<b>3</b>
	1. Trial Balance	1
	2. Day Book	
	3. Account books and Statement of Accounts	
	4. Inventory Books and Statements of Inventory	
	5. Cash/fund flow	1
	6. Payroll Reports	
	7. List of Accounts Exception Reports	1
	8. Print Management	
<b>Unit X</b>	<b>Various Types of Company</b>	<b>2</b>
	1. Traders Company	1
	2. Proccessional Company	1
	3. Opening Balance with New Company Other Options	
<b>Unit XI</b>	<b>Goods and Services Tax</b>	<b>1</b>
	1. Concept of Goods and Services Tax- Central Goods and Services Tax, State Goods and Services Tax, Integrated Goods and Services Tax	
	2. Rate of Goods and Services Tax	
	3. Categories of Goods and Services Tax	
	4. Other concepts.	

**References:**

- Agrawal, N. (2007). Comdex tally 9 course kit (With cd). Dreamtech Press.
- GUPTA, V. (2017). Comdex tally, erp 9 course kit with gst and ms Excel. Dreamtech Press.
- Tally Education pvt. Ltd. (2018). Official guide to financial accounting using tally.erp 9. BPB Publications.
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- Garg, R., & Garg, S. (2020). GST laws manual: Acts, rules and forms. Bloomsbury Publishing.
- H.C. Mehrotra, V. (2020). Goods and services tax (G.S.T.). Sahitya Bhawan Publications.
- Sharma, S., & Anand, S. (2020). Goods and services tax. VK Global Publications.
- Taxmann. (2021). Taxmann's GST tariff with GST rate reckoner (Set of 2 volumes) – Incorporating HSN-wise & SAC-wise tariff of all the goods and services | Amended upto 01-02-2021 || 2021 (14th ed.). Taxmann Publications Private.