



**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 FYB.com value add on course**

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

<b>Course/ Paper Title</b>	<b>Computerized Accounting (Tally)</b>
<b>Course Code</b>	21CBTLY11
<b>Semester</b>	I
<b>No. of Credits</b>	1

**Objectives of the Course**

<b>Sr. No.</b>	<b>Objectives</b>
1.	To impart knowledge of basic of computerized Accounting.
2.	To impart skills regarding Computerized Accounting.
3.	To impart knowledge regarding tally software and it's working through hands on training.

**Course Specific Outcomes**

<b>Sr. No.</b>	<b>Learning Outcome</b>
1.	To Give knowledge about various computerized accounting software.
2.	To train the students regarding company creation and ledger creation in Tally Software.
3.	To give training regarding voucher entry of different types of transactions.
4.	To give training regarding creation of various reports in tally software.

**Syllabus:**

<b>Unit No.</b>	<b>Title with Contents</b>	<b>No. of Hours</b>
<b>I</b>	<b>Introduction To Tally:</b>	<b>4</b>
	1. Meaning of Computerized Accounting	1
	2. Meaning of Tally	
	3. Importance of Tally software in Accounting	1
	4. Company Creation:	
	i. How to create company in tally	2
<b>II</b>	<b>Creation of Groups and ledgers</b>	<b>4</b>
	1. Creating Ledger account	2
	2. Display of Ledger Account	1
	3. Alteration of Ledger account	1
<b>III</b>	<b>Recording of transaction under the various vouchers:</b>	<b>10</b>
	1. Cash voucher	2
	2. Non Cash voucher	1
	3. Contra voucher	1
	4. Payment voucher	2
	5. Receipt voucher	1
	6. Journal voucher	1
	7. Purchase voucher	1
	8. Sale voucher	1
<b>IV</b>	<b>Inputting of sale and purchases entries</b>	<b>6</b>
	1. Inputting of sale and purchases entries	2
	2. Rectification / correction in transactions	2
	3. Bank reconciliation in tally	2
<b>V</b>	<b>Creation of Various reports</b>	<b>6</b>
	1. Trial Balance	1
	2. Balance sheet	1
	3. Outstanding receivable and payable reports with overdue days	1

	4. Creation of backup and restoration of the backup using tally software.	3
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