



**PARVATHANENI BRAHMAYYA
SIDDHARTHA COLLEGE OF ARTS & SCIENCE**

Autonomous

Siddhartha Nagar, Vijayawada-520010

Re-accredited at 'A+' by the NAAC

23MGVAP101: TALLY - ACCOUNTING SOFTWARE

SEMESTER I

45 HOURS

Credits: 2

Offered to : BBA Hons(Analytics)

Type of the Course: Value-Added

Max.Marks: 50

Objective: The basic objective of this Value-Added Course is to impart the students with an operational and functional knowledge with respect to accounting software Tally along with the accounting features employed in Tally accounting software with GST implications.

Course Outcomes: At the end of this course, the student should be able to:

CO1 Appreciate the Tally software version and its features and terminology. **(PO1, PO2, PO7) –PSO3**

CO2 Be familiar with creation of company and groups in Gateway of Tally. **(PO1, PO2) – PSO3**

CO3 Understand creating ledger and its alterations and the inventory features. **(PO1, PO7, PSO3**

CO4 Understand creating, recording, displaying and deleting of vouchers. **(PO1, PO4, PO5) – PSO3**

CO5 Understand the drawing of final accounts with necessary keyboard shortcuts in tally along with GST implications. **(PO1, PO2) – PSO3**

UNIT I Introduction of Tally Software

1.1 Introduction, Software versions of Tally

1.2 Terminology related to Accounts credit & Debit, Journal, Ledger, Voucher, Group etc.

1.3 Accounting and Accounting Packages

1.4 Features and advantages of Tally

1.5 Creation of a company

1.6 Gateway of Tally

1.7 Accounts Information

1.8 Groups, pre-defined Groups, Creation of New Groups, and Creation of sub-Group

UNIT II Accounting features, ledger creation, Vouchers and Inventory Master

2.1 Company features and Accounting features

2.2 Inventory features

2.3 Statutory & taxation features

2.4 Ledgers and Ledger Creation – Single and multiple Ledgers, Displaying & altering Ledgers,

Configure Ledger, Ledgers and their Group Allocation

2.5 Vouchers –types of vouchers

2.6 Recording of vouchers – entry of payment voucher, Receipt Voucher, sales voucher, purchase voucher, Journal Voucher, Contra Voucher, Debit & Credit note

2.7 Creating New Voucher types, customizing the Existing voucher types, Alternation of Voucher, Deletion of Voucher

2.8 Creating Inventory Master: Creating Stock Groups, Displaying, Deleting, Altering Creating

Stock Unit of Measure, Stock Ledger

2.9 Displaying and Deleting Unit Measures - Creating, Altering, Displaying, Deleting Stock items, Generating Reports

UNIT III Final Accounts and GST (Goods & Services Tax)

- 3.1 Final Accounts: Customizing the final accounts – Profit and Loss Account, Balance Sheet
- 3.2 Key board shortcuts in Tally
- 3.3 Generating the Reports from Tally, Trial Balance, Account Books, Sales, Purchase, Journal
Registers, Statement of Accounts, Day Book, List of Accounts
- 3.4 Concept of GST, Rate of GST, GST in other countries, Categories of GST and related concepts
- 3.5 Activating GST for your company, setting up GST rates, updating stock items and stock groups for GST compliance
- 3.6 Updating a service ledger for GST compliance, updating sales and purchase ledgers for GST compliance, updating party GSTIN
- 3.7 Creating GST ledgers, creating income and expense ledgers, recording sales and printing invoices, recording purchases, recording a tax payment

Reference Books:

1. K. Kiran Kumar, Tally ERP9.
2. Tally 9 In Simple Steps, Kogent solutions Inc., John Wiley & Sons, 2008.
3. Namrata Agarwal, Financial Accounting on Computers Using Tally, Dreamtech Press, 2000.
4. Tally 9.0, Google eBook, Computer World.
5. Vikas Gupta, Comdex Computer and Financial Accounting with Tally 9.0, 2007.
6. Tally ERP 9 Made Simple Basic Financial Accounting, BPB Publisher.
7. Avichi Krishnan, Tally ERP 9 for Real Time Accounting, Book Ganga.

QUESTION PAPER PATTERN FOR VALUE-ADDED COURSE (LAB)

(A) SEE (LAB) Model Question Paper

23MGVAP101: Fundamentals of Statistics using MS-Excel

Offered to: B.Sc. Hons (AI & CSCS)

Max.Marks: 35

Max.Time: 2Hours

Pass. Min: 14

I. Answer any THREE. (Using TECHNOLOGY) 3 x 10 = 30 Marks

Q1

Q2

Q3

Q4

Q5

II Viva

2 Marks

III Record

3 Marks

(B) CONTINUOUS ASSESMENT: 15 MARKS(Based on 15 week Performance fill CIA forms)

TOTAL : (A)+(B) = 50MARKS
