



DEPARTMENT OF COMMERCE (AIDED)

VALUE ADDED COURSE 3

**COMPUTERISED ACCOUNTING
USING TALLY**



COMPUTERISED ACCOUNTING USING TALLY

THIS COURSE INCLUDES :

- * INTRODUCTION TO COMPUTERISED ACCOUNTING.**
- * TALLY FOR SERVICE ORGANIZATIONS.**



Course	Details		
Code			
Title	Computerised Accounting using Tally		
Degree	B.Com		
Branch(s)	Finance		
Year/Semester	2/1		
Type	Value added course		
Credits	2		
Total Hours	36	Hours per week	

	<i>Course Objectives</i>
1	To get familiarised with computerised accounting
2	To prepare the accounts of service organisations

CO No.	<i>Expected Course Outcomes</i> <i>Upon completion of this course, the students will be able to:</i>	Cognitive Level	PSO No.
1	Understand the basics of Computerised Accounting	Ap	6
2	Apply computerised Accounting for Service Organizations	Ap	6

CO-Course Outcome; Cognitive Level: R-Remember; U-Understanding; Ap-Apply; An-Analyze; E-Evaluate; C-Create.

Module	Course Description	Hrs	CO No.
1.0	Introduction to Computerised Accounting	12	1
1.1	Basics of Accounting- Types of Business Organizations-computerised accounting Vs. manual accounting-Features of Tally.ERP9-screen components	4(2 theory + 2 practical)	1
1.2	Creating, selecting, altering ,deleting a company-Setting up of Company in Tally.ERP9	4(1 theory + 3 practical)	1

1.3	F11: Company Features-Configurations- System Administration & Other Utilities- Tally.NET & Remote Capabilities- Online Help & Support	4(2 theory + 2 practical)	1
2.0	Tally for Service Organizations	24	2
2.1	Introduction-Account groups- pre-defined groups- single/multiple groups- Creating, selecting, altering, deleting groups- ledger- Creating, selecting, altering, deleting a ledger	4(2 theory + 2 practical)	2
2.2	Accounting Vouchers- entering transactions in Accounting Vouchers-altering, deleting voucher entry- creating, modifying voucher type	4(2 theory + 2 practical)	2
2.3	merge or Split Cells-auto fill data- rows and columns- copy and paste-paste special-find and replace-special symbols- text alignment-AutoFormat- setting cell type- page setup- Print features	6(2 theory + 4 practical)	2
2.4	Bill Wise Details-Cheque Printing-Bank Reconciliation- Interest Calculation-Multi-currency-Budgets	6(2 theory + 4 practical)	2
2.5	Generating & Printing Reports- Financial Statements- Books & Registers-Statement of Accounts-MIS Reports -Printing Reports	4(2 theory + 2 practical)	2

SUGGESTED READING

1. Tally ERP Reference Manual
2. Chedda, Rajesh, Learn Tally.ERP 9 with GST, Ane Books (2017)

Teaching Methodology

1. Theory and Practical sessions
2. Case studies comprising of final accounts of companies

Evaluation

1. Practical Exam (80 marks)
2. Viva Voce (20 marks)

CMS COLLEGE KOTTAYAM (Autonomous)

CBCSS B.Com II Semester (Batch 2018-2021)

Attendance Sheet - Computerised Accounting Using Tally

2020-21

Sl.No	UPRN	Name of the candidate	3/8/20	4/8/20	5/8/20	5/8/20	6/8/20	7/8/20	11/8/20	13/8/20	17/8/20	19/8/20	21/8/20	25/8/20	27/8/20	2/9/20	4/9/20	5/9/20	9/9/20	17/9/20	21/9/20	25/9/20
1	181114301	AISWARYA R NAIR	X	Q	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
2	181114302	AJITH JACOB	X	Q	X	X	X	Q	X	Q	X	X	X	X	X	X	X	X	X	Q	X	X
3	181114303	ALEENA JIBY	X	X	X	X	X	X	X	X	X	Q	X	X	X	X	X	X	X	X	X	X
4	181114304	AMITHA SUSAN ABY	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
5	181114305	ANEESHA SAJU	X	X	X	X	X	X	X	X	Q	X	X	X	X	X	X	Q	Q	X	X	X
6	181114306	ANJALY SATHEESAN	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	Q	Q	X	X	X
7	181114307	ANJITHA C S	X	X	X	X	X	X	Q	X	X	X	X	X	X	X	X	X	X	X	X	X
8	181114308	APARNA K S	X	Q	X	X	X	X	X	X	X	Q	X	X	X	X	X	X	Q	Q	X	X
9	181114309	ARUN KUMAR R	X	Q	X	Q	X	X	X	X	X	X	X	X	X	X	X	X	Q	X	X	X
10	181114310	DENOY ABRAHAM VARGHESE	X	Q	X	X	X	X	X	X	X	X	Q	X	X	X	X	X	Q	X	X	X
11	181114311	HAREESH S	X	X	Q	X	X	X	X	X	Q	X	Q	X	X	X	X	X	Q	X	X	X
12	181114312	HARI KRISHNAN G	X	X	X	X	X	X	X	X	X	X	Q	X	X	X	X	X	Q	X	X	X
13	181114313	HIMA K JOSEPH	X	X	X	X	X	X	X	X	X	X	Q	X	X	X	X	X	Q	X	X	Q
14	181114314	JEHAN MARY JACOB	X	X	X	X	X	Q	Q	Q	X	X	X	X	X	X	X	X	X	X	X	X
15	181114315	NAVYA SUBASH	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
16	181114316	NEETHU M B	X	X	X	X	X	X	X	X	Q	X	X	Q	X	X	X	X	X	X	X	X
17	181114317	PREETHA RAJAN	X	X	X	X	X	X	X	X	X	X	X	X	X	Q	X	X	X	X	X	X
18	181114318	RADHIKA A	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	Q	Q	X	X	X
19	181114319	ROHIT S NAIR	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	Q	X	X	X
20	181114320	SHAMIL M M	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	Q	Q	X	X
21	181114321	SHINE DANIEL	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	Q	X	X	Q
22	181114322	SOUMYA B PILLAI	X	X	X	X	X	X	X	X	Q	X	X	X	X	X	X	X	Q	X	X	Q

Sl.No	UPRN	Name of the candidate
23	181114323	VISHNUPRIYA C S
24	181114324	AARCHA BIJU
25	181114325	ABHIJITH ANIL
26	181114326	ABHIRAM S
27	181114327	ABIN S
28	181114328	JACHSAH MARIAM JOHNSON
29	181114329	AISWARYA B NAIR
30	181114330	AKHIL THOMAS KURIAN
31	181114331	ANIL ANDREWS
32	181114332	VARGHESE
33	181114333	ANJANA KRISHNA
34	181114334	ANNAMMA KURUVILLA
35	181114335	ANUSHA XAVIER
36	181114336	APARNA SUSAN MATTHEW
37	181114337	ASWIN DAS
38	181114338	DIYA M S
39	181114339	FEBBA BIJU
40	181114340	HARIKRISHNAM M
41	181114341	HARSHADA V HARIDAS
42	181114342	KEERTHI SHAJI
43	181114343	MARGRET JOHNSON
44	181114344	MINNA GEORGE
45	181114345	NOEL ROY
46	181114346	RENU SUSAN VARGHESE
47	181114347	RISHIKESH NARA YANAN
48	181114348	SARIKA SASI

DEPARTMENT OF COMMERCE

Value Added Course on Computerised Accounting using Tally

A value added course on was conducted for the 3rd year students of B.Com during the odd semester from August to September 2020, which was conducted online. The course was of 36 hours duration, with 22 hours of practical. A total of 55 students enrolled for the course and 55 of them appeared for the written and practical exam. The course was offered with an objective to familiarize the students with computerised accounting and to enable them to prepare accounts of service organizations using Tally. Upon the completion of the course, the student was expected to have a basic knowledge about Tally and also to prepare accounts. Through the evaluation, the basic knowledge of the students on Tally and its application was tested.



Head of the Department
Department of Commerce
CMS College, Kottayam (Autonomous)

