

### 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	18									
Title	Computerised A	Accounting using Tally								
Degree	B.Com									
Branch(s)	Finance									
Year/Semester	2/1									
Туре	Value added co	urse								
Credits	2									
Total Hours	36	Hours per week								

ik p	Course Objectives
1	To get familiarised with computerised accounting
2	To prepare the accounts of service organisations

CO	Expected Course Outcomes	Cognitive	PSO
No.	Upon completion of this course, the students will be able to:	Level	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-sreen 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 entrycreating, 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**

- Theory and Practical sessions
   Case studies comprising of final accounts of companies

#### **Evaluation**

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

																				1					
22	21	20	19	18	17	16	15	14	13	12	11	10	9	8	7	6	5	4	3	2	1	SI.No			
181114322	181114321	181114320	181114319	181114318	181114317	181114316	181114315	181114314	181114313	181114312	181114311	181114310	181114309	181114308	181114307	181114306	181114305	181114304	181114303	181114302	181114301	UPRN			
SOUMYA B PILLAI	SHINE DANIEL	SHAMIL M M	ROHIT S NAIR	RADHIKA A	PREETHA RAJAN	NEETHU M B	NAVYA SUBASH	JEHAN MARY JACOB	HIMA K JOSEPH	HARI KRISHNAN G	HAREESH S	DENOY ABRAHAM VARGHESE	ARUN KUMAR R	APARNA K S	ANJITHA C S	ANJALY SATHEESAN	ANEESHA SAJU	AMITHA SUSAN ABY	ALEENA JIBY	AJITH JACOB	AISWARYA R NAIR	Name of the candidate	Atte		CI
-	( ×	×	×	×	×	×	X	×	X	X	×	×	×	×	Z	* .	メ	×	×	×	7	3/8/2 4)8/2 5/8/2 5/8/2 5/8/2 7/8/2 11/8/2 13/8/2 17/8/2	ndar	CB	CMS COLLEGE KOTTAYAM (Autonom
1	X	×	*	7	×	X	×	×	X	×	X	Ø	$\Diamond$	رح	×	×	×	×	×	8	$\mathcal{Q}$	4)8/2	St Syl	CBCSS B.Com II Semester (Batch 2018-202	5
X	X	×	×	×	×	×	1	×	×	X	0	×	×	X `	× ·	X	×	×	X,	X	×	5/8/20	reet .	Con.	EGI
K	×	*	K	X	K	×	×	×	×	<b>/</b> ×	×	×	9	×	×	×	X	×	X	×	X	5/8/2	mo3	1 II Se	6
×	ς <b>×</b>	×	K	k	×	K	×	0	K	X	×	×	×	×	X	×	<b>×</b>	×	K -	X	×	6/8/2	ute	emes	711(
7	1 ×	<b>!</b> >	4 1	, 1	×	< ×	×	+	K	X	K	*	×	X	K	X	X	×	~	2	×	7/8/2	rise	ter (E	IAY
>		< <b>&gt;</b>	X	X	×	< <u> </u>	*	0	×	<b>X</b>	X	X	X	×	2	×	X	X	×	a a	×	13/8/2	Acc	3atch	<b>∀</b> (≻
7	< <del>X</del>	\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \	( <del> </del> <del> </del> <del> </del>	X	<del> </del>	+	+	< > <	X	*	7	+	×	+	1	$\vdash$	0	X	ヘメ	X	X	17/8/2	unt	201	uto
ķ	) <del> </del>	\ -	\ <u> </u>	\ \ \	\ \ \	(   2			+	X	0	X	X	\ \ \	X	X	X	X	0	3	X	19/8/	ng en	8-202	non
>	-		\\ \\ \\ \\ \\ \\ \\ \\ \\ \\ \\ \\ \\	7	+	~	\ \ \ \	× ×			2	+	× ×	+	٠,	+-	X	×	×	X	×	21/8/	sing Tally	1)	(snou
+	<b>*</b> >	+		×	+	< S	+	< x	,	( ×	X	×		+	X	+	X	8	×	×	×	25/8/2	ally		S)
H	+	< - \ ∠  -	<b>1</b>		+	+	2 1	, ,	( ×	X	K	K	X	×	×	×	×	X	×	X	X	27/8/	20		
		-	$\dashv$	+	-	5	× \	XX	X	X	×	2	×	×	X	. ×	X	X	Q	×	×	2/9/2	1		
	(A	X	*	× >	4 5	< ·	×>	< >	< ×	X	Κ	×	×	×	X	X	X	X	×	X	K	4/9/20	•		
	4	<u> </u>	1	2	2 7	4	1	XX	, >	<b>′</b> ×	×	< ×	, ×	X	, ×	0	X	K	X	K	X	0/0/20	1.5	6	
	6	5	6	(			2 6	, \	. 1	16	6	2	) <	6	X	+	$\top$	+	X	X	X	17/9/20		000	
	$\vdash$	X	<b>X</b>	X	×	X	× 7	< >	< 5	2 *	< >	< <	K	*	*	K	X	X	2	X	×	21/9/2	$\Gamma$	ر ا	
_	X	<	×	X	<b>'</b> >	*	. <	*	*	*	\ <	X	X	X	\ \ \	X	X	X	X	+	+	25/9/2	2	\ <u></u>	
	Ø	X	4	X	X	4	1	2, *	5	2   '	` '								$\perp$	Ι,		, ,	_		

4	T																									
⊢	+	_				42				_	_	36	35	34	33	32	31	30	29	28	27	26	25	24	23	SI.No
81114		81114	81112	8111	8111	18111	18111	18111	18111	18111	18111	18111	1811	1811	1811	1811	1811	1811	1811	1811	1811	1811	1811	1811	1811	
					San Control				4339	4338	4337	4336	14335	14334	14333	14332	14331	14330	14329	14328	14327	14326	14325	14324	14323	UPRN
	DIGL	RENC	NOEI	MIN	MAR	KEEI	HAR	HAR	FEB.	/YID	ASW	APA	ANU			-				1,000	-		-	-		_
ZESI	7227	SUS	ROY	JA GI	GRE'	HIL	SHAI	IKRIS	A BIJ	A M S	IN D	RNA	SHA	IAMN	ANA	GHE	LAN	III TII	WAR	HASI	S	HRAN	HTILIF	₹СНА	HNUP	Name of the candidate
	Z	AN V	,	ORG	HOL	SHAJ	VAV	HNA	J		AS	SUSA	XAV	IA KI	KRISI	SE	)REW	√WOF	AB	MAR		SIV	IANI	BIJU	RIYA	of th
	Ã	ARG		È	NSO	Γ	HARI	X				N M	ER	JRUV	ANH		/S	\S KU	NAIR	IAM J			L		CS	е сап
	N A	HESE					DAS					THE	- 121	ILLA	and the same			RIAN		OHN						didat
1				L		L		100				8								SON	- 60		Ш			е
<b>&lt;</b>	X	X	×	X	X	X	Q	×	X	X	X	0	×	×	×	X,	X	X	X	×	X	Χ,	×	Κ_	X	
	Κ.	×	X	X	X	X	S	X	X	X	×	×	×	X.	9	S	X	<b>K</b> 7	4	×	Α.	X	X	4	7	
< *	<	×	×	×	×	X	X	K	K	X	×	×	X	X	X.	×	×	×	X	X	×	×	×	Κ.	X	
<b>&lt;</b>	×	X	×	×	X	X	×	×	×	×	×	K	×	×.	×	×	Χ,	K	×	X	×	×	X	2	*	
<	X	×	×	X	×	×	×	X	×	×	X,	<u> </u>	K.	X.	×	X	X	8	×	×	×	×		,		
K	×	5	×	/ ×	< ×	X	X	×	K	X	×	×	×	×	X	X	X	×	K	X	×	Ø	×		$\vdash$	
×	X	×	X	×	×	X	K	末	K	×	2	×	×	×,	×	×	×	Q	×	×	×	×	×	×	$\vdash$	
X	Y,	X	X	X	>	<>	X	*	X	X	X	*	X	K	×	X	X	<b>X</b>	X	X	,	Χ`	× 7	1	<b>X</b>	
(	8	Ø	K	6	K	6	. ×	X	K	×	K	K	×	K	X	K	×	8	K	K	K	$\vdash$	$\vdash$	× >	<b>Y</b>	
7	X	×	*	×	K		×	/ ×	X	×	X	×	×	×	×	X	×	X	×	×,	×	×	7	<u> </u>	C >	
_	×	×	X	( X	< ×	< ×	< X	×	X	*	X	×	K	X	$\top$	×	Т		K		Κ, ?	<b>S</b> 7	7	× -	×	
>	×	44	: ×	( K	×	7	< ×	×	*	×	9	+	+	X	+	+	+	6	+	7	+-	2	X			
X	×	· >	/ X	×	<b>(</b> )×	/ ×	( X	×	: ×	×	×	+	+	+	+	+	-	+	+	X	$\vdash$	X	X			
0	X	×	×	5	> ×	( >	< ×	X	X	×	+	+	+	+	+	+	+	+	+	$\vdash$	,	X	X	×	X 2	
<u>ئے</u> لا	K	×	5 ×	· *	X	×	? ×	< ×	+	+	+	+	X	+	+	1	+	+	· 人		X	X	$\vdash$	×	7	
X	X	-	1	< >	5		×	< 5	7 ×	\\ \\ \\ \\ \\ \\ \\ \\ \\ \\ \\ \\ \\	+	+	+	+	Q X	$\int_{-\infty}^{\infty}$	+	+	K	*	K	7	8	2	Ć	
0	8	+	4	3 5	5	8	7	3/8	( )(	8	+	+	+	+	0	V X	×	X	K	X	× ;	*	×	4	2	
	1	- {}	5	5	5	<b>〈</b> 〉	< >	5 ×	X	×	+	+	+	+	1	*	\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \	*	*	*	8	*	K 2		2	
\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \	X	+	-		S×	*	*	*	*	*	*	+	+	7	*	X	\\ \\ \\ \\ \\ \\ \\ \\ \\ \\ \\ \\ \\	′×	×	×	×	×	X	×	×,	
8	1	X	< >	<	×	<	× >	< *	8	X	*	K	×	×	^	7	1			1		_				
	NOTATION AND A STATE OF A STATE O	181114347 RISHIKESH NARAYANAN XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	181114346 RENU SUSAN VARGHESE X X X X X X X X X X X X X X X X X X	181114345 NOEL ROY       X	181114344 MINNA GEORGE       X <td>181114343       MARGRET JOHNSON       X<td>  181114342   KEERTHI SHAJI</td><td>  181114341   HARSHADA V HARIDAS   Q   Q   X   X   X   X   X   X   X   X</td><td>0       181114340       HARIKRISHNAN M       X<td>  181114340   HARIKRISHNAN</td><td>  181114339   FEBA BIJU</td><td>  181114337   ASWIN DAS</td><td>  181114336   APARNA SUSAN MATHEW                                      </td><td>  S   181114335   ANUSHA XAVIER</td><td>  181114334   ANNAMMA KURUVILLA                                    </td><td>3 181114333 ANJANA KRISHNA  4 181114334 ANNAMMA KURUVILLA  5 181114334 ANNAMMA KURUVILLA  7 181114335 ANUSHA XAVIER  8 181114336 APARNA SUSAN MATHEW  9 181114337 ASWIN DAS  18 1114338 DIYA M S  18 1114339 FEBA BIJU  18 1114340 HARIKRISHNAN M  18 1114341 HARSHADA V HARIDAS  18 1114342 KEERTHI SHAJI  18 1114343 MARGRET JOHNSON  18 1114343 MARGRET JOHNSON  18 1114344 MINNA GEORGE  18 1114346 RENU SUSAN VARGHESE  18 1114347 RISHIKESH NARAYANAN  18 114347 RISHIKESH NARAYANAN  18 114348 RISHIKESH NARAYANAN  18 114349 RISHIKESH NARAYANAN  18 114340 RISHIKESH NARAYANAN  18 114340 RISHIKESH NARAYANAN  18 114341 RISHIKANANANANANANANANANANANANANANANANANANAN</td><td>  181114332   VARGHESE</td><td>  1                                    </td><td>  18   114331   ANII, ANDREWS</td><td>  181114339   ISBWARYA B NAIR</td><td>  181114329   ACHSAH MARIAM JOHNSON                                      </td><td>  181114329   ASINAS   ACHSAH MARIAM JOHNSON                                      </td><td>  181114327   ABHIRAMIS</td><td>  181114325   181114326   ABHIJITH ANIL</td><td>  181114324   AARCHA BIUU</td><td>  19114334   NISHNUPRIVACS</td></td></td>	181114343       MARGRET JOHNSON       X <td>  181114342   KEERTHI SHAJI</td> <td>  181114341   HARSHADA V HARIDAS   Q   Q   X   X   X   X   X   X   X   X</td> <td>0       181114340       HARIKRISHNAN M       X<td>  181114340   HARIKRISHNAN</td><td>  181114339   FEBA BIJU</td><td>  181114337   ASWIN DAS</td><td>  181114336   APARNA SUSAN MATHEW                                      </td><td>  S   181114335   ANUSHA XAVIER</td><td>  181114334   ANNAMMA KURUVILLA                                    </td><td>3 181114333 ANJANA KRISHNA  4 181114334 ANNAMMA KURUVILLA  5 181114334 ANNAMMA KURUVILLA  7 181114335 ANUSHA XAVIER  8 181114336 APARNA SUSAN MATHEW  9 181114337 ASWIN DAS  18 1114338 DIYA M S  18 1114339 FEBA BIJU  18 1114340 HARIKRISHNAN M  18 1114341 HARSHADA V HARIDAS  18 1114342 KEERTHI SHAJI  18 1114343 MARGRET JOHNSON  18 1114343 MARGRET JOHNSON  18 1114344 MINNA GEORGE  18 1114346 RENU SUSAN VARGHESE  18 1114347 RISHIKESH NARAYANAN  18 114347 RISHIKESH NARAYANAN  18 114348 RISHIKESH NARAYANAN  18 114349 RISHIKESH NARAYANAN  18 114340 RISHIKESH NARAYANAN  18 114340 RISHIKESH NARAYANAN  18 114341 RISHIKANANANANANANANANANANANANANANANANANANAN</td><td>  181114332   VARGHESE</td><td>  1                                    </td><td>  18   114331   ANII, ANDREWS</td><td>  181114339   ISBWARYA B NAIR</td><td>  181114329   ACHSAH MARIAM JOHNSON                                      </td><td>  181114329   ASINAS   ACHSAH MARIAM JOHNSON                                      </td><td>  181114327   ABHIRAMIS</td><td>  181114325   181114326   ABHIJITH ANIL</td><td>  181114324   AARCHA BIUU</td><td>  19114334   NISHNUPRIVACS</td></td>	181114342   KEERTHI SHAJI	181114341   HARSHADA V HARIDAS   Q   Q   X   X   X   X   X   X   X   X	0       181114340       HARIKRISHNAN M       X <td>  181114340   HARIKRISHNAN</td> <td>  181114339   FEBA BIJU</td> <td>  181114337   ASWIN DAS</td> <td>  181114336   APARNA SUSAN MATHEW                                      </td> <td>  S   181114335   ANUSHA XAVIER</td> <td>  181114334   ANNAMMA KURUVILLA                                    </td> <td>3 181114333 ANJANA KRISHNA  4 181114334 ANNAMMA KURUVILLA  5 181114334 ANNAMMA KURUVILLA  7 181114335 ANUSHA XAVIER  8 181114336 APARNA SUSAN MATHEW  9 181114337 ASWIN DAS  18 1114338 DIYA M S  18 1114339 FEBA BIJU  18 1114340 HARIKRISHNAN M  18 1114341 HARSHADA V HARIDAS  18 1114342 KEERTHI SHAJI  18 1114343 MARGRET JOHNSON  18 1114343 MARGRET JOHNSON  18 1114344 MINNA GEORGE  18 1114346 RENU SUSAN VARGHESE  18 1114347 RISHIKESH NARAYANAN  18 114347 RISHIKESH NARAYANAN  18 114348 RISHIKESH NARAYANAN  18 114349 RISHIKESH NARAYANAN  18 114340 RISHIKESH NARAYANAN  18 114340 RISHIKESH NARAYANAN  18 114341 RISHIKANANANANANANANANANANANANANANANANANANAN</td> <td>  181114332   VARGHESE</td> <td>  1                                    </td> <td>  18   114331   ANII, ANDREWS</td> <td>  181114339   ISBWARYA B NAIR</td> <td>  181114329   ACHSAH MARIAM JOHNSON                                      </td> <td>  181114329   ASINAS   ACHSAH MARIAM JOHNSON                                      </td> <td>  181114327   ABHIRAMIS</td> <td>  181114325   181114326   ABHIJITH ANIL</td> <td>  181114324   AARCHA BIUU</td> <td>  19114334   NISHNUPRIVACS</td>	181114340   HARIKRISHNAN	181114339   FEBA BIJU	181114337   ASWIN DAS	181114336   APARNA SUSAN MATHEW	S   181114335   ANUSHA XAVIER	181114334   ANNAMMA KURUVILLA	3 181114333 ANJANA KRISHNA  4 181114334 ANNAMMA KURUVILLA  5 181114334 ANNAMMA KURUVILLA  7 181114335 ANUSHA XAVIER  8 181114336 APARNA SUSAN MATHEW  9 181114337 ASWIN DAS  18 1114338 DIYA M S  18 1114339 FEBA BIJU  18 1114340 HARIKRISHNAN M  18 1114341 HARSHADA V HARIDAS  18 1114342 KEERTHI SHAJI  18 1114343 MARGRET JOHNSON  18 1114343 MARGRET JOHNSON  18 1114344 MINNA GEORGE  18 1114346 RENU SUSAN VARGHESE  18 1114347 RISHIKESH NARAYANAN  18 114347 RISHIKESH NARAYANAN  18 114348 RISHIKESH NARAYANAN  18 114349 RISHIKESH NARAYANAN  18 114340 RISHIKESH NARAYANAN  18 114340 RISHIKESH NARAYANAN  18 114341 RISHIKANANANANANANANANANANANANANANANANANANAN	181114332   VARGHESE	1	18   114331   ANII, ANDREWS	181114339   ISBWARYA B NAIR	181114329   ACHSAH MARIAM JOHNSON	181114329   ASINAS   ACHSAH MARIAM JOHNSON	181114327   ABHIRAMIS	181114325   181114326   ABHIJITH ANIL	181114324   AARCHA BIUU	19114334   NISHNUPRIVACS

55		54	53	52		51	50	49	SI.No
181114355		181114354	181114353	181114352	100111001	181114351	181114350	181114349	SI.No UPRN
SREERAJ PUTHUPARAMBIL 181114355 SREENIVASAN		181114354 KEVIN JACOB SHAJIJ	181114353 JIYA ANNA LAJ	181114352 ASHELY DANIEL	SURYAKIKAN B	CIENT SOSAN JOSEPH	181114350 SRADHA SUSANI JOSEPH	181114349 SHALU SAJI	Name of the candidate
8	×	5	2	*	2	×	7	1	~
*	$\neq$	( )	47		4	$\prec$	7	1	
×	X	/	×		3	<b>ર</b> ,	>		
×	×	×	×	1	×	×	>	<	
×	×	×	×	<u> </u>	<b>?</b>	<u> </u>	2	1	
×	×	×	>	2 >	2	<b>×</b>	×	1	
>	×	×	×	×		×	<b>/ /</b>	$\downarrow$	
Q	X	×	2	>	?	<	X		
~ `	$\times$	×	×	Þ	4	×	×	1	
×	×	X	×	2	ز د	× —	×	$\perp$	
* `	<b>×</b>	×	×	×		<_	×	$\downarrow$	
*	×	×	×	×	- 1	<	×	$\perp$	
×	×	×	×	×	1		2,	$\perp$	
×	×	X	×	×	<b>&gt;</b>	<	×	L	
<b>×</b> :	Κ.	-	×	0	>	<b>(</b> )	×	1	
*	×	×	×	×		Κ.	×		
~	<u> </u>	0	<	K	*	$\dashv$		K	
×	×	×	×	+	>		×		
X	メ	×	×	×	12	)	×		
×	×	2	×	×	×		×		





#### DEPARTMENT OF COMMERCE

#### Value Added Course on Computerised Accounting using Tally

A value added course on was conducted for the 3<sup>nd</sup> 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.

Minne

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