



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)

CBCSS B.Com (Batch 2019-2022)

2021-22

Attendance Sheet - Computerised Accounting using Tally									
No	UPRN	Name Of the Student	1/10	2/10	3/10	4/10	5/10	6/10	7/10
1	191114101	AISWARYA MOHAN							
2	191114102	AISWARYA S							
3	191114103	ANUMOL V A							
4	191114104	APARNA S							
5	191114105	ARCHANA K M							
6	191114106	ARCHANA MOHANAN							
7	191114107	ARUNIMA NAIR							
8	191114108	ASHIN K SAM							
9	191114109	BISMYMOL K B							
10	191114110	MEERA SURESH							
11	191114111	MITHIYA SARA SUNNY							
12	191114112	PRIYA SABU							
13	191114113	S R SOUBHAGYA							
14	191114114	SANDRA K ANIL							
15	191114116	SHILNA S							
16	191114117	SHIN MARY PAUL							
17	191114118	TIJU THAMPYKUTTY PAULOSE							
18	191114119	VYSHNAVI M							
19	191114120	ANJANA RAJAGOPAL							
20	191114122	BINYMOL K ELDBHOSE							
21	191114123	CHINCY LOODY							
22	191114124	DEXINA TOMY							
23	191114125	DONA ELZA DAVID							
24	191114126	FEBI SARA BINU							
25	191114127	FETTY ELSA THOMAS							
26	191114128	GOPU GOPAKUMAR							
27	191114129	HARITHA K S							
28	191114130	JAYASANKAR S							
29	191114131	JYOTHIS JACOB							
30	191114132	KEVIN GEORGE BENJAMIN							
31	191114133	KRIPA SUSAN SABU							
32	191114134	KRISHNENDHU BANARJEE							
33	191114135	LIYA BABY							

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 October 2021 to December 2021, which was conducted online. The course was of 36 hours duration, with 22 hours of practical. A total of 45 students enrolled for the course and 45 of them appeared for the written and practical exam. The course was offered with an objective to familiarize the students with computerized 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
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