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| ST. JOSEPH'S COLLEGE FOR WOMEN (AUTONOMOUS), VISAKHAPATNAM | | |
| III SEMESTER | OFFICE MANAGEMENT | 5 Hrs/Week |
| OFF 4401 (4) | Accounting Software for OM & TALLY | Max. Marks: 100 |
| w.e.f 2017-18 (AD Batch) | SYLLABUS | |
| Learning Objectives: The students will be able to | | |
| <ul style="list-style-type: none"> ▪ Know the tools and techniques through accounting software ▪ Understand how to use it in different accounting procedures in the firm ▪ Evaluate its relevance in particular situations for greater credibility as per GAAP | | |
| Learning Outcomes: | | |
| <ul style="list-style-type: none"> • Use accounting and business terminology for accounting purposes • Explore and acquire skills in respect of most sophisticated computerized accounting procedures and practices • Help themselves serve better the vast digital accounting needs of every commercial organization. • Enable even a Non commerce student could in computerized accounting systems as it is user friendly | | |
| <p>MODULE - I: Accounting Software Packages: Overview - Tally, Wings, Busy, Spreadsheet, Ms Excel as Accounting tool, Function wizard, Auditing Tool in MS Excel - Selective Applications for Accounts.</p> <p>MODULE- II: Problems of Accounting Software: Security Problems - Power problems - Data integrity problems -Computer virus problems of system adoptions.</p> | | |

MODULE – III: Fundamentals of Tally.ERP 9: Introduction to Tally: Introduction, Terminology in Tally; Difference between Manual Accounting and Accounting Packages, Features and advantages of Tally Creation of a company, Gateway of Tally, Key board shortcuts in Tally, Accounts Information, Groups, pre defined Groups, Creation of New Groups, Creation of sub Group. Ledgers, Ledger Creation – Single and multiple Ledgers, Displaying & altering Ledgers, Stock Ledger, Ledgers and their Group Allocation

MODULE - IV: Vouchers: –Types of vouchers – recording of vouchers – entry of payment voucher, Receipt voucher, sales voucher, purchase voucher, Journal Voucher, Contra Voucher, Debit & Credit Note. Creating New Voucher types, customizing the Existing voucher types, Alternation of Voucher, Deletion of Voucher

MODULE -V: Generating Reports: Final Accounts: Customizing the final accounts – Profit and Loss Account, Balance Sheet. Generating the Reports from Tally, Trial Balance, Account Books, Sales, Purchase, Journal Registers, Statement of Accounts, Day Book, .Practice Exercises.

Study Books/Material

1. K. Kiran Kumar, Tally ERP 9

Recommended Reference Books:

1. Tally 9 In Simple Steps, Kogent solutions Inc., John Wiley & Sons, 2008.

2. Tally ERP 9 Made Simple Basic Financial Accounting, BPB Publisher.

3. Avichi Krishnan, Tally ERP 9 for Real Time Accounting, Book Gang.