ST.JOSEPH’S COLLEGE FOR WOMEN (AUTONOMOUS),VISAKHAPATNAM

VI SEMESTER **COMMERCE** TIME:6Hrs/Week

COM-A1-6102(4) **TALLY** Max.Marks:100

w.e.f.2016-2019(‘16AD’Batch)

**OBJECTIVES:** Student will able to understand

1. Computerized accounting, creation of ledgers, vouchers by using Tally software .

2. The customization of reports by using Tally software.

**UNIT – I:** Introduction to Tally: Introduction, Software versions of Tally, Terminology related to Accounts credit & amp; Debit, Journal, Ledger, Voucher, Group etc. Difference between Manual Accounting and Accounting Packages. Features and advantages of Tally.

**UNIT – II:** Introduction of Tally Software, Creation of a company, Gateway of Tally, Accounts Information, Groups, pre defined Groups, Creation of New Groups, Creation of sub Group.

**UNIT – III:** Ledgers, Ledger Creation – Single and multiple Ledgers, Displaying &amp; altering Ledgers, configure Ledger, Stock Ledger, Ledgers and their Group Allocation.

**UNIT – IV:** Vouchers –types of vouchers – recording of vouchers – entry of payment voucher, Receipt voucher, sales voucher, purchase voucher, Journal Voucher, Contra Voucher, Debit &amp; Credit Note.

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

**UNIT – V:** Final Accounts: Customizing the final accounts – Profit and Loss Account, Balance Sheet. Key board shortcuts in Tally. Generating the Reports from Tally- problems of accounting software- security problems, power problems, and computer virus problems.

**REFERENCE BOOKS:**

1. K. Kiran Kumar, Tally ERP9.

2. Tally 9 In Simple Steps, Kogent solutions Inc., John Wiley &amp; Sons, 2014.

3. Narmata 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, 2012.

\*\* \*\* \*\*