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

VI SEMESTER **COMMERCE** TIME:6HRS/WEEK

COM-A1-6103(4) **TALLY** MAX.MARKS:100

w.e.f.19-20 admitted batch-“19AG” **SYLLABUS**

**OBJECTIVES:** student will be able to understand

1. Computerized accounting, creation of ledgers, vouchers by using tally software
2. The customization of reports by using tally software

**UNIT – 1: 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 – 2: INTRODUCTION TO TALLY SOFTWARE** : Creation of a company, gateway of tally, accounts information, groups, predefined groups, creation of new groups, creation of sub groups

**UNIT – 3: LEDGERS:** ledger creation – single and multiple ledgers, displaying & amp; altering ledgers, configure ledgers, stock ledger, ledgers and their group allocation

**UNNIT – 4: 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- inventory vouchers

Creating new voucher types, customizing the existing voucher types, alteration of voucher, deletion of voucher

**UNIT – 5: FINAL ACCOUNTS:** Customizing the final accounts- profit and loss account, balance sheet. Keyboard short cut keys in tally. Generating reports from tally- problems of accounting software- security problems, power problems and computer virus problem- payroll system in tally.

**REFERENCES:**

1. K.Kiran Kumar, Tally ERP 9 third edition
2. Tally 9 in Simple Steps, Kognet solutions Inc., John Wiley & amp; Sons 2014
3. Tally 9.0 Google e-books, computer world

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