

**AUXILIUM COLLEGE (Autonomous)**  
*(Accredited by NAAC with A+ Grade with a CGPA of 3.55 out of 4 in the 3rd Cycle)*  
**Gandhi Nagar, Vellore-632 006**

**Department of Computer Applications (B.C.A.) - (UG)**

**OUTCOME BASED EDUCATION - 2020**

(Effective for the Batch of Students Admitted from 2020-2021)

**Tally has become part of all businesses. Small scale enterprises believe that Tally software carries out efficient business transactions, provides accuracy, and saves a lot of time.**

**II Year – SKILL BASED ELECTIVE**

**USCAA320 - SBE: ACCOUNTING SOFTWARE**

Year /Sem	Course Code	Title of the Course	Course Type	Course Category	H/W	Credits	Marks
II / III	USCAA320	SBE: Accounting Software	Theory with Practical	Skill Based Elective	2	2	40+60

**COURSE OBJECTIVE**

1. To seamlessly combine the activities of accounting, inventory, payroll, finance and more.
2. To maintain a record of all monetary transactions.
3. To apply the knowledge of quantitative tools & techniques in the interpretation of data for managerial decision – making.
4. To develop computer skills of recording financial transactions, preparation of annual accounts and reports using Tally.
5. To acquaint with the accounting concept, tools and techniques influencing business organization.

**COURSE LEARNING OUTCOMES**

The Learners will be able to

1. Understand the basics in Tally and company creations
2. Creating vouchers, ledgers accounts, Balance Sheet
3. Demonstrate Profit And Loss Account and Reconciliation of the bank account.
4. Create company accounts that use various functions like Cost Category and Cost Centre
5. Learn to apply the tools & techniques in the interpretation of data for managerial decision – making.

<b>CO/PO</b>	<b>PO</b>
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	1	2	3	4	5	6
<b>CO1</b>	M	M	M	H	H	L
<b>CO2</b>	L	M	L	M	L	H
<b>CO3</b>	L	M	H	M	M	M
<b>CO4</b>	H	L	M	M	H	M
<b>CO5</b>	L	M	M	L	M	L

CO/PSO	PSO					
	1	2	3	4	5	6
<b>CO1</b>	H	M	H	M	H	L
<b>CO2</b>	L	H	M	H	H	L
<b>CO3</b>	H	L	H	H	M	M
<b>CO4</b>	M	M	H	H	L	H
<b>CO5</b>	H	H	L	M	M	H

**Low - L, Medium - M, High - H**

## **COURSE SYLLABUS**

### **Unit I**

**Hours: 5**

- 1.1 Company Creation and Configuration : Creation for New Company(K1,k2)
- 1.2 Company Features Accounting Features (K1,k2)
- 1.3 Inventory Features – Configuring Tally (K1,k2,k6)
- 1.4 Configuring Voucher Entry (k5,k6)
- 1.5 Configuring Invoice/Orders Entry – Shut A Company(k4,k5)
- 1.6 Alter a Company – Delete a Company(K4,k5)

### **Unit II**

**Hours: 5**

- 2.1 Accounting and Inventory an Outline : Fundamentals of Accounting – Accounting Terms Definitions – Ledger and Ledger Accounts (K2,K3)
- 2.2 Trial Balance – Trading and Profit and Loss Account (K1,K2)
- 2.3 Profit and Loss Account – Balance Sheet – Fundamentals of Inventory (K1, K2)
- 2.4 Accounts Masters Creation: Accounts Information – Group (Create, Display, Delete) Multiple Groups (K1,K2)
- 2.5 Ledgers (Create, Display, Alter) – Multiple Ledgers (K2, K4, K5)
- 2.6 Cost Categories – Cost Centres. (K5, K6)

### **Unit III**

**Hours: 6**

- 1.1 Inventory Master Creation: Stock Groups – Entering Vouchers (K1,K2,K4)
- 1.2 Voucher Types –Voucher Entry (K3, K4)
- 1.3 Different Types of Accounting Vouchers(Payment/Receipt, Journal, Sales , Purchase) (K2,K3,K4)

1.4 Reports In Tally: Display Balance Sheet – Profit And Loss Account (K3,K4,K5)

1.5 Display Trial Balance – Day Book (K2,K3,K4)

1.6 Reconciliation of Bank Accounts. (K5,K6)

**Unit IV**

**Hours: 6**

1. Trading , Profit and Loss Account of a Company
2. Balance Sheet of a Company
3. Cost Category and Cost Centre

**Unit V**

**Hours: 6**

4. Bank Reconciliation Statement
5. Inventory and Stock
6. Display and Reporting

**Books for Study:**

1. LP Computer Series - Guide To Tally 9 - Law Point, Kolkata, First Edition, 2007.

**Books for Reference:**

1. Tally for Beginners - Tally Press.