DEPARTMENT OF COMMERCE				CLASS: I B.Com (General, PA, B&I, CM)				
Semester	Course Type	Course Code	Course Title	Credits	Contact Hours/week	CIA	Ext	Total
I	Skill Based Elective - 1	20U1KSBE1	*Accounting Software*	2	2	25	75	100

Course Objectives

- To have basic knowledge on computerized accounting and creation of various activities of accounting software
- To gain comprehensive knowledge on preparation of default vouchers and to create stock groups
- To acquire skill on preparation of order processing and pay roll accounting
- To acquaint knowledge and applicability of GST through accounting software
- To working knowledge on interest calculation and reporting & Budgeting

Unit	Course Contents	Hours
I	**Interface and Company Management:** Introduction to Tally ERP9 - Creating a Company – Altering and Deleting Company – Data Security: - Multi Language, Export, Import, Backup and Restore:- Ledgers- Creation- Single and multiple - Group – Altering – Deleting.	6
II	**Vouchers:** Kinds of Vouchers - Inventory- Introduction- Stock Group - Godown and Locations - Stock Category - Units of Measure - Stock Items	6
III	**Order Processing and Pay roll accounting:** Purchase Order Process - Sales Order Processing- Debit and Credit Notes, Bank Reconciliation-Manufacturing Vouchers: Bills of Materials - Job Costing, Tax Deducted at Source (TDS): Introduction - Creating - Payment - Tax Reports and Forms, Payroll Accounting.	6
IV	**Goods and Services Tax(GST):** Activating Tally in GST – Introduction - GST Taxes & Invoices - Creating GST Masters in Tally, Purchase Voucher with GST: Updating GST Number for Suppliers -Intra-State Purchase Entry in GST (SGST+CGST+IGST) - GST Purchase Entry for Unregistered Dealer in Tally - Reverse Charge Mechanism Entry for GST in Tally, Sales Voucher with GST: Updating GST Number for Suppliers - Intra-State Sales Entry in GST (SGST + CGST) - Inter-State Sales Entry in GST (IGST) - Printing GST Sales Invoice from Tally ERP9 Software, GST Reports and Returns.	6
V	**Interest Calculations (Auto Mode) and Budgeting & Reporting** Interest Calculations-Point of Sales, Budgets and Controls: Budget Masters and Configurations - Budget Reporting and Analysis, Cost Centres and Cost Categories: Purchase and Sales Reporting- Analysing Debit and Credit Note - Overdue Payables and Receivables - Outstanding Reports and Printing, Stock Analysis and Reports - Financial Reports- Printing Reports -Miscellaneous- Duplicating Entries - Split Company Data - Merge Tally Companies, Shortcut Keys.	6

Book for Study

1. A.K. Nadhani, Implementing Tally, BPB Publications
2. Dr.P.Rizwan Ahmed, Tally ERP 9, Margham Publications,2016.

Books for Reference:

1. Dr. Mamrata Agrawal, Dream Tech Press, New Delhi,2010
2. K.K. Nandhani, Computerized Accounting under Tally, Implementing Tally, BPB publication. Deva Publications.
3. NamrataAgrawal"Tally9"PublishedbyDreamtech,year–2008.

Pedagogy: Chalk & Talk, PPT, Hands on Training, Lab Classes, Assignment, Case Lets

Course Learning Outcomes:

CLOs	On completion of the course, the students should be able to	K- Level
CLO 1	Create company name & various ledgers, individual & group wise and configure bills and vouchers Create and group various activities of accounting through TALLY	Up to K2
CLO 2	Prepare day books reports and master in stock entry and the inventory reports	Up to K3
CLO 3	Handle the Posting the vouchers through accounting package independently processing of purchase orders, sales order and salary payment	Up to K4
CLO 4	Illustrate and activate GST in preparation of accounting	Up to K3
CLO 5	Demonstrate various interest rate calculations, reports and budgets	Up to K2

Mapping of Course Learning Outcomes (CLOs) with Programme Outcomes (POs)

Course Learning Outcomes (CLOs)	Programme Outcomes (with Graduate Attributes)					
	PO 1 (Knowledge Base)	PO 2 (Problem Analysis & Investigation)	PO 3 (Communication Skills & Design)	PO 4 (Individual and Team Work)	PO 5 (Professionalism, Ethics and equity)	PO 6 (Life Long Learning)
CLO 1	3	2	3	2	2	3
CLO 2	3	3	3	2	2	3
CLO 3	3	2	3	3	3	3
CLO 4	3	2	3	3	3	3
CLO 5	3	2	2	2	2	3

3- Advanced Application   2- Intermediate Development   1- Introductory

Mapping of Course Learning Outcomes (CLOs) with Programme Specific Outcomes (PSOs)

Course Learning Outcomes (CLOs)	Programme Specific Outcomes (with Graduate Attributes)					
	PSO 1 (Knowledge Base)	PSO 2 (Problem Analysis & Investigation)	PSO 3 (Communication Skills & Design)	PSO 4 (Individual and Team Work)	PSO 5 (Professionalism, Ethics and equity)	PSO 6 (Life Long Learning)
CLO 1	3	2	3	2	2	3
CLO 2	3	3	3	2	2	3
CLO 3	3	2	3	3	3	3
CLO 4	3	2	3	3	3	3
CLO 5	3	2	2	2	2	3

3- Advanced Application   2- Intermediate Development   1- Introductory

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LESSON PLAN

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Unit	*Course Content*	Hrs	Mode
I	Interface and Company Management: Introduction to Tally ERP9 - Creating a Company	2	Chalk & Talk, PPT, Hands on Training, Lab Classes
	Altering and Deleting Company – Data Security	2	
	Multi Language, Export, Import, Backup and Restore	1	
	Ledgers- Creation- Single and multiple - Group – Altering – Deleting.	1	
II	Default Vouchers: Kinds of Vouchers - Inventory	3	Chalk & Talk, PPT, Hands on Training, Lab Classes
	Stock Group - Godown and Locations - Stock Category - Units of Measure - Stock Items	3	
III	Order Processing and Pay roll accounting: Purchase Order Process - Sales Order Processing- Debit and Credit	1	Chalk & Talk, PPT, Hands on Training, Lab Classes, Assignment
	Notes, Bank Reconciliation-Manufacturing Vouchers: Bills of	2	
	Materials - Job Costing, Tax Deducted at Source (TDS): Introduction TDS- Creating- Payment	1 2	
	Tax Reports and Forms, Payroll Accounting.		
IV	Goods and Services Tax(GST): Activating Tally in GST – Introduction - GST Taxes & Invoices – Creating GST Masters in Tally, Purchase Voucher with GST:	2	Chalk & Talk, PPT, Hands on Training, Lab Classes, Case Lets
	Updating GST Number for Suppliers -Intra-State Purchase Entry in GST (SGST+CGST+IGST) - GST Purchase Entry for Unregistered Dealer in Tally - Reverse Charge Mechanism Entry for GST in Tally, Sales Voucher with GST: Updating GST Number for Suppliers -	2	
	Intra-State Sales Entry in GST (SGST + CGST) - Inter-State Sales Entry in GST (IGST) - Printing GST Sales Invoice from Tally ERP9 Software, GST Reports and Returns.	2	
V	Interest Calculations (Auto Mode) and Budgeting & Reporting Interest Calculations-Point of Sales, Budgets and Controls: Budget Masters and Configurations	2	Chalk & Talk, PPT, Hands on Training, Lab Classes, Assignment
	Budget Reporting and Analysis, Cost Centres and Cost Categories: Purchase and Sales Reporting- Analysing Debit and Credit Note	2	
	Overdue Payables and Receivables - Outstanding Reports and Printing, Stock Analysis and Reports - Financial Reports- Printing Reports -Miscellaneous- Duplicating Entries - Split Company Data - Merge Tally Companies, Shortcut Keys.	2	

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Name of the Course Designer: Dr. S. Chandrasekar, Assistant Professor

Dr. A. Karuppusamy, Assistant Professor

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