

Course Code	Course Title	C	H	I	E	T
17U1KSM1	Accounting Software	2	2	25	75	100

### Unit I Introduction to Accounting through Computers

5 Hrs

Tally- Features of Tally– Tally and Accounting – Tally and Financial Management – Tally and Inventory/stock Management – Security Features of Tally – VAT and Tally – Service Tax and Tally – TDS and Tally – Benefits of Tally (Controlling Costs) – Benefits of Tally (Enhancement of Productivity)- Features & Configuration: General features- Accounting Features – Inventory Features.

### Unit II Creation of Company

6 Hrs

Directory/Name/Mailing Name/Address/State/Pin code/E-mail Address- Using security control- Groups – Sub-group – Reserved Account groups- Display of groups – Primary groups- Capital & revenue nature- Alteration of Groups- Deletion of Groups- Creation of ledgers- Process of creation of ledger.

### Unit III Display of Predefined Vouchers

6 Hrs

Creation and alteration of vouchers - Types of voucher- Voucher Numbers- Day – Date- Alteration of voucher- Cancellation of voucher- Deletion of voucher- Creation and alteration of New voucher types- Examples for recording transactions. Final accounts and Tally – Trial balance-Profit and loss account- Balance sheet at the gateway of Tally- Method of showing Balance sheet- Import and Export of data through Excel.

### Unit IV Bank Reconciliation Statement

8 Hrs

Meaning – Drawbacks - Voucher-wise reconciliation –Process of Bank reconciliation. Inventory – Introduction – Buying and Selling Activity of a Trader – Stock Journal – Non–Inventory Vouchers – Inventory Masters – Stock Groups and Stock Items Creation, Alteration and Deletion of category and Items.

### Unit V Interest Calculations

5 Hrs

Interest Calculations- Simple Interest – Compound interest. Backup and Restore.

### Text Book

1. S.Palanivel, *“Tally- Accounting Software”*, Margham Publications, Chennai

### Reference Books

1. Nellai Kannan C, *“Tally”*, 2004, Nels Publications.
2. Shraddha Singh & Navneet Mehra, *“Tally.ERP 9- Power of Simplicity”*, 2014, ITC Publication.
3. Asok K Nadhani, *“Mastering Tally.ERP 9”*, 2012, BPB Publications.
4. *“Accounting Package”*, ICAI New Delhi Publications.
5. *“Tally9”*, Tally Solutions Ltd. Bangalore.