

# **BACHELOR OF COMMERCE PROGRAMME**

**Under Choice Based Credit, Grading and  
Semester System**

*To be implemented from Academic Year 2018-2019*

*Faculty of Commerce*

*Board of Studies of Accountancy*

**RayatShikshanSanstha's**  
**KarmaveerBhauraoPatil College Vashi, Navi Mumbai**  
**Autonomous College**  
**[University of Mumbai]**  
**Syllabus for Approval**

**Skill Based Course (B.Com.) 2018-2019**

Certificate Course in Computerized accounting Tally ERP 9

Sr. No.	Heading	Particulars
1	Title of Course	Certificate Course in Computerized accounting Tally ERP 9
2	Eligibility for Admission	XII <sup>th</sup> Pass
3	Passing Marks	40%
4	Ordinances/Regulations (if any)	
5	Duration	50 Hrs
6	Level	U.G.
7	Pattern	Semester
8	Status	New
9	To be implemented from Academic year	2018-2019

AC – 01/09/2018

Item No.:



**RayatShikshanSanstha's  
KARMAVEER BHAURAO PATIL COLLEGE, VASHI.  
NAVI MUMBAI  
(AUTONOMOUS COLLEGE)**

Sector-15- A, Vashi, Navi Mumbai - 400 703

**Syllabus for Skill Based Course  
Certificate Course in Computerized accounting Tally ERP 9**

**Program: B.Com.**

**Course: Certificate Course in 'Computerized accounting  
Tally ERP 9  
(Choice Based Credit, Grading and Semester System  
with effect from the academic year 2018-2019)**

RayatShikshanSanstha's  
**KARMAVEER BHAURAO PATIL COLLEGE, VASHI, NAVI MUMBAI**  
**Department of Commerce**  
**Skill Based Course (B.com.) 2018-2019**  
**Certificate Course in Computerized accounting Tally ERP 9**  
**Course Code: UGCOM TL04**

**Details of the Certificate Course:**

- |                         |                           |
|-------------------------|---------------------------|
| 1. Eligibility          | : XII <sup>th</sup> Pass. |
| 2. Duration             | : Two Months              |
| 3. Intake Capacity      | : 60 Students             |
| 4. Theory & Practical   | : 50 Hrs                  |
| 5. Fees Structure       | : Rs. 4,000               |
| 6. Examination Pattern: |                           |

<b>Theory: Theory Exam 100Marks</b>
Theory paper shall be of one hour duration.
Computer Based Examination consisting of Multiple Choice Questions of 100 marks

**Objectives of the Course:**

- To create experts in the field of Computerised Accounting Tally Programme.
- To encourage continuous learning and development in CATP.
- To clear the basic fundamentals of Tally Programme.
- To update knowledge of existing Tally Programme Professionals.
- The course is designed for students and industry professionals who have little or no knowledge in Computerised Accounting Tally Programme. This course will help them understand the fundamentals and concepts of Computerised Accounting Tally Programme.

Module	Contents	Hours	
		Theory	Practical
1	<p><b>INTRODUCTION OF OPERATING SYSTEM SOFTWARE &amp; FANDAMENTALS OF COMPUTER INPUT/OUTPUT DEVICES</b></p> <p><b>A)INTRODUCTION OF OPERATING SYSTEM SOFTWARE</b></p> <ul style="list-style-type: none"> <li>• Introduction of OS</li> <li>• Types of Software</li> <li>• Hardware requirements</li> <li>• Software requirements</li> <li>• Operating Computer Property</li> </ul> <p><b>B)FANDAMENTALS OF COMPUTER INPUT/OUTPUT DEVICES</b></p> <ul style="list-style-type: none"> <li>• Introduction of input and output devices</li> <li>• Information about keyboard operation</li> <li>• How to use pointing devices</li> </ul>	2	6
2	<p><b>INTRODUCTION TO ACCOUNTING PRINCIPLES &amp; INSTALLATION AND NEW FEATURES OF TALLY</b></p> <p><b>A)INTRODUCTION TO ACCOUNTING PRINCIPLES</b></p> <ul style="list-style-type: none"> <li>• Accounting Principles, concepts and Conventions</li> <li>• Double Entry System</li> <li>• Rules of Accounting</li> <li>• Mode of Accounting</li> <li>• Financial Statement</li> </ul> <p><b>B)INSTALLATION AND NEW FEATURES OF TALLY</b></p> <ul style="list-style-type: none"> <li>• Activating Tally Silver for Single user</li> <li>• Activating Tally Gold for multi User</li> <li>• Registering Tally</li> <li>• The Tally clock</li> <li>• Switching between screen areas</li> <li>• Quitting Tally</li> <li>• Creation / setting up of company in tally</li> <li>• F 11: Features</li> <li>• F 12: Configure</li> </ul>	6	4

3	<p><b>LEDGER CREATION WITH VOUCHER ENTRY AND INVENTORY CONTROL</b></p> <p><b>A)LEDGER CREATION WITH VOUCHER ENTRY</b></p> <ul style="list-style-type: none"> <li>• Debtor/Creditor classification</li> <li>• Creating A Group</li> <li>• Under group</li> <li>• What is Ledger?</li> <li>• Specifying closing stock values</li> <li>• Voucher Types</li> <li>• The Voucher entry Screen</li> <li>• Contra entry (F 4)</li> <li>• Payment Entry (F5)</li> <li>• Receipt Entry (F6)</li> <li>• Journal entry (F7)</li> </ul> <p><b>B)INVENTORY CONTROL</b></p> <ul style="list-style-type: none"> <li>• Configure Tally for Inventory Control</li> <li>• What is Stock Group?</li> <li>• Creating a Stock Category</li> <li>• Creating a Stock Items</li> <li>• Costing Method</li> <li>• Recorder Levels</li> <li>• Location / Godowns</li> <li>• Create a unit of measure</li> <li>• Price lists</li> </ul>	6	20
4	<p><b>REPORT GENERATION</b></p> <ul style="list-style-type: none"> <li>• Financial reports in Tally</li> </ul>	2	4
	<b>TOTAL</b>	16	34

**Reference Books:**

1. Official guide to Financial accounting using Tally.ERP 9
2. Tally Instant Reference BY A. K. Nadhani, K.K. Nadhani
3. Real Accounting Software By A. K. Nadhani
4. Implementation of Tally.ERP 9 By A.K. Nadhani