St.Josephs Degree & PG College
B.Com (IF&A)(CBCS)
Semester-IV
Tally(w.e.f 2017-18)

Scheme of Instruction	**Scheme of Examination**
Total duration :30Hrs	**Max Marks :100**
Hours / Week :1+2	**Internal Examination :20**
Credits : 2	
Instruction Mode : Lecture	**External SemesterExam:30**
Course Code : BC.06.101.210T	**Exam Duration** :2Hrs

Course Outcomes:

CO 1: Students are able to learn the practicability of the subject to fulfill the requirement of an accountant job.

CO 2: Student will be able to enhance his skills with technical applicability.

CO 3: Students get awareness for the usage of accounting software in day to day activities.

CO 4: Students will be helped to maintain their own business accounting modules from a very initial stage.

Module-1 : Introduction to Tally: **10Hrs**

Creation of Company – Steps – Selecting a Company- Closing a Company

Altering a Company- Deleting a Company – Ledger Creation – Groups Creation- Altering a Ledger and Group.

Module-2 Voucher Entries **10Hrs**

Voucher Entry – Short Cut Keys - Displaying altering and Deleting Vouchers – Problems with Accounts Only —Accounts with Inventory – Stock Items – Problems with stock with Inventory.

Module-3: **Report Generations**: **10Hrs**

Trial Balance- P&L Account – Balance Sheet – Stock Summary – Day Book – Purchase Register – Sales Register - Display of Inventory Statements

Suggested Readings:

1. **Soumya Ranjan Behera- Learn Tally.ERP 9 in 30 days (A handbook to teach you everything about Tally.ERP 9) Paperback – 2014**
2. **Tally Hand Book**