



# Shri Vaishnav Vidyapeeth Vishwavidyalaya, Indore

## Shri Vaishnav Institute of Commerce

### Choice Based Credit System (CBCS) in Light of NEP-2020

#### B.COM. IV SEMESTER (2022-2025)

#### VOCATIONAL COURSE

#### VUCOM401 ACCOUNTING SOFTWARE-TALLY

COURSE CODE	TYPE OF COURSE	COURSE NAME	TEACHING & EVALUATION SCHEME								
			THEORY			PRACTICAL		L	T	P	CREDITS
			END SEM University Exam	Two Term Exam	Teachers Assessment *	END SEM University Exam	Teachers Assessment *				
VUCOM401	VC	Accounting Software-Tally	-	-	-	60	40	0	2	4	4

**Legends:** L - Lecture; T - Tutorial/Teacher Guided Student Activity; P – Practical; C - Credit; DSE – Discipline Specific Elective, VC- Vocational Course

\***Teacher Assessment** shall be based on following components: Quiz/Assignment/ Project/Participation in Class, given that no component shall exceed more than 10 marks.

#### Course Objective

This subject aims at utilizing the computer in maintaining accounting records, making management decisions, and processing common business applications. It will help students to develop further skills in maintaining accounting records and will provide in-depth exposure to accounts receivable/accounts payable, payroll and inventory modules.

#### Course Outcomes

**CO1** Demonstrate an understanding of accounting theory.

**CO2** Communicate effectively using standard accounting terminology.

**CO3** Apply accounting procedures using specialized computer accounting software.

**CO4** Demonstrate an understanding of accounting reports and records.

**CO5** Apply select computerized accounting software to analyze and record transactions including general accounting transactions

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**COURSE CONTENT:**

**Unit-I: Introduction:** Installation of Tally, ERP latest version, Licensing configurations, Tally Vault Password, Security Control in Tally, ERP–Splitting Company Data, Backup and Restore.

**Unit-II: Accounting:** voucher entry, budget, cost centre, balance sheet, profit and loss account, currency, debit note, credit note, and Interest calculation.

**Unit-III: Inventory:** stock item, sales order, purchase order, delivery note, and rejection out.

**Unit-IV: Computerized Tax Liability Calculation.**

**Unit-V: Payroll:** Salary Accounting, Introduction to Payroll, Payroll Masters, Payroll Vouchers, Overtime Payment, Gratuity, Advanced Payroll Transactions, Basic Salary, Overtime, Bonus, Gratuity, Loan, ESI, Provident Fund, Pension, Commission.

***Suggested Readings***

1. *Accountancy Computerised Accounting System*, National Council Of Education
2. Bansal M., Sharma A., (2019) *Computerized Accounting System*, Sahitya Bhawan Publications
3. Bassett, (2018) *Computerized Accounting*, BPB Publications
4. Dwivedi A., Tembhurnekar C.M. (2019) , *Computerized Accounting*, Sai Jyoti Publication. Latest Edition
5. Sharma N., (2019) *Computerized Accounting And Business Systems: A text book on the applications of Computers in Accounting and Business*, Lambert.

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