Accounting Software Package

Program in which it is offered: BBA&B.Com

Course Category: Proficiency	**Schedule of Offering: Semester**
Course Credit Structure: 1	**Course Code: CK411**

- **Lecture: 0**
- **Tutorial: 0**
- **Practical: 2 hours**

Contact Hours per week: 2 hrs **Instructor: AM**

1. Introduction

Along with the courses on accounting, a course that introduces computerised accounting will be a skill enhancement for the students of BBA and B.Com Programmes. The course deals with one of the leading Accounting Software packages in India, Tally ERP 9. Mastering Tally ERP 9 would make students more employable and thereby enable them to meet the growing industry demand. The course will cover almost all the topics that a medium business organisation requires to work with the accounting software.

2. Course Objectives

- To expose students to the application of computer in the field of accounting and payroll system.

- To develop practical skills of working with Tally ERP 9.

3. Pre-requisites

Students should have a basic knowledge of accounting

4. Readings

Recommended Texts:
1. Nadhani, Ashok K. Implementing Tally-ERP 9.0, *BPB Publications, , New Delhi*
2. A Comprehensive Guide to Tally ERP 9, Tally Manual

5. Module-wise topics

Module 1: Introduction to Accounting Software Packages (4 hours)

Objectives:

- To give students an overview on various accounting software packages.
- To introduce the basics of Tally ERP 9.

Topics:

- Accounting Software Packages - An introduction
- Tally ERP9, Features of Tally ERP 9, Screen Components
- Creation of Company, Selecting a Company, Altering/ Modifying Company Creation Details, Deleting a Company
- F 11 Features and F 12 Configurations.
- Tally Security and Tally Vault

Module 2: Accounts only, Banking and Budget (6 hours)

Objectives:

- To learn process of generating various accounting related reports in Tally.
- To prepare Bank Reconciliation Statement and Budget using Tally.

Topics:

- Account Groups, Pre-Defined Groups
- Creating Single& Multiple Groups
- Creation of Primary Account Groups
- Creating Ledger Accounts in Single & Multiple
- Displaying, Altering and Deleting Account Groups and Ledgers
- Accounting Vouchers, Entering Transactions in Accounting Vouchers, Bill Wise Details
- Altering and Deleting a Voucher Entry
- Creating New Voucher Types
- Modifying an Existing Voucher
- Duplicating a Voucher
- Generating and Configuring Reports: Balance Sheet – Profit and Loss Account – Trial Balance – Day Books – Account Books –Statement of Accounts – Ratio Analysis - Cash Flow - Fund Flow – List of Accounts – Exception Reports.
- Preparing Bank Reconciliation Statement and Budget
- Tally audit

Module 3: Cost Centre and Accounts with Inventory (8 hours)

Objectives:

- To create cost centres and cost categories
- To gain practical knowledge of Inventory Report preparation in Tally

Topics:

- Creating Cost Categories and Cost Centres - Displaying, Altering and Deleting Cost Categories and Cost Centres
- Accounts With Inventory: Enabling F 11 and F 12 - Creation of Stock Category and Stock Group – Creation of Units of Measurement – Creating Single/Multiple Stock Items – Creating Godowns - Displaying, Altering and Deleting Stock Groups, Units, Items and Godowns - Inventory Vouchers - Using Inventory Vouchers – Using Accounting Vouchers With Inventory Details (Invoice Mode)
- Purchase / Sales Order Processing
- Generating Inventory Reports: Stock Summary - Inventory Books – Statement of Inventory

Module 4: Accounting with Tax (6 hours)

Objective:

- To learn how to enter tax related transactions and how to generate tax related reports in tally

Topics:

- Enabling F 11 and F 12
- TDS: Ledgers Related to TDS – Creating TDS Voucher Types - TDS Reports
- GST: Concept of SGST, CGST and IGST - GST Ledgers - Setting purchase / sales / Debtors / Creditors ledger for GST – Creating stock items for GST - Creating GST Accounting entries - GST Reports – GST Forms

Module 5: Payroll (6 hours)

Objectives:

- To give a general idea on the salary structure of an employee
- To understand the payroll processing in Tally

Topics:

- Enabling Payroll
- Creating Pay Heads
- Single/Multiple Creation of Employee Groups and Employee Head
- Salary Details – Configuration of Salary Details
- Creating Units of Work
- Managing and Creating Attendance / Production Types
- Payroll Vouchers: Creating Payroll Voucher Types -Displaying, Altering and Deleting Payroll Documents
- Generating Salary Pay Slip
- Payroll Reports

6. Pedagogy

The course will be taken in computer lab using the software Tally ERP 9. The entire classes will be practical sessions, where students will be provided with

practical problems related to each topic. Towards the end of the course students will be asked to submit the record book containing practical problems. The number of problems in the record book would cover the entire syllabus.

7. Evaluation Pattern

- Lab Exercise – Phase 1 : 15%
  (Accounts only, BRS and Budget)
- Lab Exercise – Phase 2 : 15%
  (Cost Centre, Accounts with Inventory and Order Processing)
- Lab Exercise – Phase 3 : 20 %
  (TDS, GST and Payroll)
- Controlled Lab Exercise : 25%
- Practical Record Submission and Viva Voce : 25 %
  Total **:** **100 %**