

Punyashlok Ahilyadevi Holkar Solapur University, Solapur



NAAC Accredited-2022
'B+' Grade (CGPA 2.96)

Name of the Faculty: Science & Technology

CHOICE BASED CREDIT SYSTEM

Syllabus: Tally (Minor)

Name of the Course: B.Com. I Sem. I & II (Liberal Commerce)

(Syllabus to be implemented from June 2022)

Punyashlok Ahilyadevi Holkar Solapur University, Solapur

B. Com. I (Liberal Commerce) Minor – I

Paper – I – Basics of Tally Prime

Course Objectives:

- To introduce the students to the Basic of Accounts
- To enable students for preparation of accounting entries and statements.

Course Outcomes:

- Student will enable to pass journal entries and to prepare various accounts and financial statements
- Student will enable to reconcile bank statement with relevant subsidiary books of accounts.
- Student will enable rectify accounting errors.

Unit – I : Basics of Accounting - I

15 Hrs.

- Meaning of Account, Accounting and Accountancy
- Meaning of Transaction, Debit, Credit, Assets, Liabilities, Income and Expenditure
- Meaning and understanding of Accounting Process
- Types of Accounts
- Meaning of Golden Rules of Accounting
- Application of Golden Rules of Accounting
- Process to Create Journal Entry
- Basic Problems on Journal Entries
- Creation of Ledger Accounts
- Process to Post Journal Entry to Ledger Accounts
- Balancing of Ledger Accounts
- Process to Prepare Trial Balance
- Creation of Final Accounts of Sole Proprietorship

Unit – II : Basics of Accounting -II and Introduction to Tally Prime

15 Hrs.

- Preparation of Bank Reconciliation Statement
- Rectification of Errors
- Preparation of Cash Book
- Goods and Services Tax - Meaning of GST, Types of GST, Rates of GST, Meaning and computation of Input Tax Credit, Types of GST Returns
- Introduction to Tally Prime Software
- Getting Software form <https://tallysolutions.com>
- Installation of Tally Prime Software

Reference Books –

- Bharat's Principles and Practice of Accounting by Dr. Vishal Saxena
- Taxman's Basic Accounting by CA. K. M. Bansal
- Learn Tally Prime by Gaurav Agraval

Web Resource: www.tallysolutions.com

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B. Com. (Liberal Commerce) Minor – I

Paper – II – Advanced Tally Prime

Course Objectives:

- Expose the students to digitally apply the accounting entries.
- To introduce the students the usage of Tally Prime for accounting purpose
- Develop the students' ability to use various tools in measuring and evaluating the performance of an entity through tally prime.
- To enable student to generate various digital accounts and statements
- To enable student to fulfil various statutory compliances.

Course Outcomes:

- Students will enable to digitally apply the accounting entries.
- The course assist students to become job ready and opens up diversified career options being an accountant.

Unit - I

15 Hrs.

- Creation of Company
- Alteration of Company
- Creation of Groups and Ledgers
- Types of Vouchers
- Creating Financial Entry
- Inventory Masters
- Stock Group, Stock Category, Stock Item, Stock unit, Godown
- Banking - Cheque Printing, Cheque Register, Cash Deposit Slip, Bank Reconciliation
- Cash Flow and Funds Flow Statements
- Data Analysis - Meaning of Ratio Analysis, Creation Reports for Ratios

Unit – II

15 Hrs.

- Voucher Verification
- Statutory Details - GST Reports, PAN/CIN Details, Filing GSTR
- Creation of Various Reports
- Import and Export of Data
- Emailing Reports and Printing of Reports
- Backup and Restore of Company Data - Backup of Data, Restoring Data From Backup File
- Export and Import of Data
- Exporting of Data in Other Available formats

Reference Books –

- Gaurav (2021).Learn Tally prime.Digital Muneem Ji Publishers.
- Ragnesh (2021).Learning Tally prime.H K Publishers.

Web Resource: www.tallysolutions.com