



# GUJARAT UNIVERSITY

## BCA II SYLLABUS

<b>COURSE TITLE</b>	<b>Tally</b>
<b>COURSE CODE</b>	<b>FC-102</b>
<b>COURSE CREDIT</b>	<b>2</b>
<b>Session Per Week</b>	<b>2</b>
<b>Total Teaching Hours</b>	<b>20 HOURS</b>

### AIM

Account is of critical importance in the current world in providing information to businesses. This course will enable student to know each and every aspect of the computerized account.

### LEARNING OUTCOMES

On the completion of the course students will:

- Know accounting is essential to planning and decision making
- Facilitating accounts using technology
- Make their own financial project

### DETAIL SYLLABUS

UNIT	TOPIC / SUB TOPIC	TEACHING HOURS
1	<b>Fundamentals of Tally</b> Overview of computerized accounting system, benefits of computerized accounting, future of tally, features of tally, creating company, configure tally.	5
2	<b>Finalization in tally</b> Processing transaction in tally – ledgers and groups & accounting vouchers, generating printing of accounting voucher – financial reports in tally.	5
3	<b>Purchase &amp; sales module in tally</b> Cash and credit purchases, cash and credit sales, purchase returns, sales returns, bill of exchange, revenue recognition principles, master configuration, voucher configuration.	5
4	<b>VAT, TDS &amp; Inventory in tally</b> Accounting & Inventory reports in tally, accounting reports, inventory reports, printing reports.	5

### Recommended Reading:

1. Tally ERP9
2. Learning Tally ERP9
3. Accounting made simple with tally9.0 ERP, Akshar Publication
4. Complete Tally, BPB Publications

## REFERENCE BOOKS:

### List of practicals: (sample guide line)

- Create a company
- Create a ledgers / vouchers
- Create ledgers for VAT/ TDS
- Create vouchers for VAT/ TDS
- Create inventory details
- Write one company account [at least 20 transaction]

Examples of transaction:

- a) Purchase 400 pants from Mr. Amit at the rate of Rs. 375
- b) Sales 500 Unit of pants at the rate of Rs. 400 to Mr. Bakul
- c) Cash purchase to Mr. Cable, 500 Pants @ Rs. 475
- d) Cash sales 550 unit of shirts @ Rs. 385
- e) Rajesh started his business with cash 1,00,000 Rs. And 1,50,000.00 Bank balance.
- f) Rs. 1,00,000 purchases with 15% VAT
- g) Ashish sales Rs. 50,000 and output VAT rate is 12.5%
- h) Amount paid by Mr. Ashish by Cheque.
- i) Salary pay by cheque to mimjee Rs. 12,000
- j) Miscellaneous Expenses pay Rs. 1,500
- k) Purchase a computer form e-bay stores worth Rs. 30,000
- l) Calculate depreciation on computer at the rate is 5% annual.
- m) Purchase goods worth Rs. 40,000 from Mr. Chintan.
- n) Purchase goods return worth Rs. 15,000 to Mr. Chintan,
- o) Take a Home loan from HDFC Bank at the rate of 12% Rs. 1,50,000
- p) Adjustment pay to Mr. Chintan
- q) Adjustment of VAT Entry by cheque.
- r) Commission receive Rs. 1,500 from Raj & Sons.
- s) Received cheque to E-bay stores.

### REQUIRED SOFTWARE/S

Tally 9.0 ERP