

SRI Y.N.COLLEGE (AUTONOMOUS),NARSPUR

Under the jurisdiction of Adikavi Nannaya university
Accredited by NACC at 'A' Grade with a CGPA of 3.40
Recognised by UGC as 'college with potential for Excellence'

DEPARTMENT OF COMMERCE

**ADD-ON Course –Tally – Syllabus
(w.e.f 2015-2016)**

Unit I:-Introduction to Accounting: Need for accounting – definition and scope of accounting – Book keeping and Accounting – Branches of Accounting – Advantages and limitations - Accounting process - Classification of Accounts - Rules of the Double Entry System – Journalising - Ledger - Subsidiary Books – Preparation of Final Accounts with Adjustments

Unit II:-Computerised Accounting: Meaning and Features – Advantages and Disadvantages of Computerised Accounting – Difference between Manual Accounting and Computerised Accounting Accounting packages – Tally – features and Advantages

Unit III:-Tally Various Features: Creation of Company – Gateway of Tally –Accounting Information in Tally – Groups – Formation of Groups – Pre-defined Groups – Creation of New Groups – Creation of Sub Group - Ledgers in Tally – Displaying and Altering Ledgers - Single and Multiple Ledgers – Display and Alter options in Multiple Ledgers – Getting more options through Configuration – Valuation of stock in Ledgers – Different types of Ledgers and their Group Allocation - Vouchers – Types of Vouchers - Recording of vouchers –Editing and deleting of Vouchers – Voucher numbering – Customisation of Vouchers - Practical Exercises in Tally (Including Lab Work)

Unit IV:-Maintenance of Accounts on Inventory Basis: Creation of Masters for inventory – Creation of Stock Groups – Creation of stock Items - Inventory Vouchers – Purchase Control - Returns to Supplier – Sales Activities - Purchase and sale of Accounts affecting Voucher – Maintenance of pure Inventory Vouchers – Practical problems in Inventory(Including Lab Work)

Unit V:-Customisation of Final Accounts and Other Reports Generation and Printing: Customisation of profit & loss Account – Customisation of Balance Sheet – Trail Balance – Account Books – statement of Accounts – List of Accounts - Printing of Reports, Documents and Vouchers(Including Lab Work)

Suggested Readings:

- | | | |
|-----------------------------|--------------------|-------------------------|
| 1. Financial Accounting –I | S.P.Jain&K.L.Narag | Kalyani Publishers |
| 2 Financial Accounting –I | Dr.V.K.Goyal | Excel Books |
| 3. Tally.ERP 9 | Dr.K.kiran Kumar | Sri Laasya Publications |
| 4. Tally.ERP Training Guide | Nadhani | BPB Publications |

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ADD-ON Course - Tally

(w.e.f 2015-2016)

Award of Marks

Theory Examination	= 50 Marks
Practical with Computer	= 20 Marks
Viva voce	= <u>05 Marks</u>
Total Marks	<u><u>75 Marks</u></u>

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ADD-ON Course- Tally Model Question Paper (w.e.f 2015-2016)

Time:2Hrs

Max.Marks: 50

SECTION - A

Answer any **TWO** of the following Questions

2X10=20M

1. Explain various Types of Vouchers?
2. Journalise the following Transactions

	Rs
2012 June 1 Krishna Started Business with cash	100000
4 purchased goods for cash	50000
5 Cash Deposited into Bank	20000
10 Goods Sold for Cash	10000
15 Purchased goods from Sai	20000
20 Sold goods to rani	10000
25 Goods returned to Sai	1000
30 Goods returned by Rani	500
3. Prepare Cash Book from the following

	Rs
2012 March 1 Balance of cash	10000
5 Bought goods for cash	5000
10 Goods Sold to Raju for cash	10000
15 Purchased Machinery	5000
20 Interest Received from Ramu	200
28 Wages paid	2000
30 Salaries paid	1000

Section - B

Answer any **TWO** of the following Questions

2x15=30 M

4. Explain the Features and Advantages of Tally
5. Prepare Three Column Cash Book from the following

	Rs.
2012 June 1 Commenced business with cash	50000
2 Bought goods for cash	28000
5 Received cash from Arun	2000
7 Paid cash to Sanjay	2900
Discount allowed by him	100
10 Paid wages	3000

14 Received from Rajesh cash	950
Allowed him discount	50
16 Paid into bank	10000
18 Cash sales	2500
20 Purchased stationery for cash	250
23 Paid suresh cash	3900
Discount allowed	100
26 Received from Rajesh	1900
Allowed him discount	100
30 Paid salaries	2000

6. From the following Trail Balance of Krishna prepare Final Accounts for the year ended 31-12-2012.

Debit Balances	Rs	Credit Balances	Rs
Purchases	60000	Capital	60000
Sales Returns	3000	Creditors	10000
Buildings	46000	Reserve for bad debts	2000
Debtors	37000	Sales	80000
Cash	5000	Commission	3000
Trade Expenses	7800	Purchase Returns	500
Salaries	12500	Bills Payable	25000
Insurance	10000		
	180500		180500

Adjustments:

- Closing Stock RS. 20000
- Depreciation 10% on Buildings
- Commission Received in Advance Rs.1000

SECTION - C

Answer any **FIVE** of the following Questions

5X1=5 M

- Ledger
- Trial Balance
- Gateway of Tally
- Groups
- Voucher Entry
- Computerised Accounting
- Creation of Stock Groups

Telugu Version follows same as above English Version*