

CIRCULAR :-

The Principals of the affiliated Colleges in Commerce are hereby informed that the recommendation made by the faculty of Commerce at its meeting held on 12th May, 2010 has been accepted by the Academic Council at its meeting held on 10th June, 2010 vide item No. 4.71 and subsequently approved by the Management Council at its meeting held on 21st July, 2010 vide item No. 17 and that, in accordance therewith, in exercise of the powers conferred upon Management Council under Section 54(i) and 55(i) of the Maharashtra Universities Act, 1994 the Certificate Course in 'Computerized Accounting and Tally Package' has been introduced as per Appendix and that the same has been brought into force with effect from the academic year 2010-2011.

Further that Ordinance 5926, 5927 Regulations 8297, 8298, 8299, 8300, 8301, 8302 and the syllabus relating to the Certificate Course in 'Computerized Accounting and Tally Package' is as per Appendix and that the same has been brought into force with effect from the academic year 2010-2011.

MUMBAI-400 032
2nd November, 2010

L. R. Mane
Offg. Registrar

To,

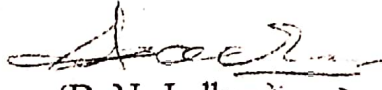
The Principals of the affiliated Colleges in Commerce.

A.C./4.71/10/06/2010
M.C./17/21/07/2010

No. UG/335-A of 2010, MUMBAI-400 032 2nd November, 2010

Copy forwarded with compliments for information to:-

- 1) The Dean, Faculty of Commerce,
- 2) The Controller of Examinations,
- 3) The Co-Ordinator, University Computerization Centre,


(D. N. Jadhav)
Ag. Deputy Registrar
(UG/PG Section)

Copy to :-

The Director, Board of College and University Development, the Deputy Registrar (Eligibility and Migration Section), the Director of Students Welfare, the Executive Secretary to the Vice-Chancellor, the Pro-Vice-Chancellor, the Registrar and the Assistant Registrar, Administrative sub-center, Ratnagiri for information.

The Controller of Examinations (10 copies), the Finance and Accounts Officer (2 copies), Record Section (5 copies), Publications Section, Registrar, Enrolment, Eligibility and Migration Section

UNIVERSITY OF MUMBAI



Ordinances, Regulations,
Syllabus
for
Certificate Course
in
Computerized Accounting Tally
Package

(with effect from the academic year 2010-2011)

INTRODUCTION

Tally, India's leading packaged financial accounting software is already being used by over half a million companies in the country. From multi-nationals to partnership concerns Self-employed professionals to government organizations. The Tally Accounting package not only adds immense value to our financial or accounting background, it also multiplies our exclusive listing on TallyWeb jobs in India and abroad.

The growing popularity of Tally software in enterprises across the world has resulted in an increased demand for Tally Certified Professionals. To meet this demand we are going to start this course at our institution.

Our course design adopts a 'Spiral Learning' approach and has a modular structure. The curriculum has strong industry relevance and is frequently updated and validated to ensure that students are ready to work, on completion of the course. This course is designed to make student completely competent in 'accounting on computers' or Tally Technologies.

These course teach students how to operate and use Tally Business Accounting Software. Apart from learning the basics of accounting, student will learn to set up accounts, pass transactions and manage the accounts of an organization. It enhance student career prospects. These course equips student with an understanding of accounts, accounting entries and through this understanding helps students relate better to the day-to-day activities of an organization. At the end of the course, students will be able to summaries the various tractions and preparation of Final Accounts namely, Trading, profit and Loss Account and Balance Sheet.

ADVANTAGE

Industry relevant curriculum ensuring job readiness

Alignment of Learning with Employer Expectations

Designed to enable the students to learn basics of accountancy and various financial accounting inventories and report generating features as applicable to different types of business organizations

Generation of Tally qualified professional account adaptable to any type of organization Manufacturing, Trading and Service

A Spiral Learning Approach enables students to be in touch with every level of learning while consistently refreshing the contents from pervious volumes

A job oriented Modular Structure gives students the freedom of multiple entry and exit points.

DETAILS OF THE COURSE FOR STUDENTS

Ordinance, Regulations and Syllabus for Certificate Course in Computerized Accounting Tally Package

O 5926 Title : The course shall be titled as "Certificate Course in
Computerized Accounting Tally Package"

O 5927 Eligibility : H S C (Commerce stream)

R 8297 Duration : One Year

R 8298 Intake Capacity : 20 – 30 students (per batch)

Structure of the Course : One Theory papers and One
Practical papers

R 8299 Theory Lectures : 50 hrs

R 8300 Practical Lectures : 150 lab hrs

R 8301 Fee Structure : Rs. 2500 per annum

R 8302 Examination Scheme

Part I & II : 60 Marks Theory (objective Type) ,40 Marks Practical

Passing = 40 Marks

Terms & Condition

- Software will be provided only in college premises.
- Certificate will be given by Study Center, Karmaveer Bhaurao Patil College.
- Fees should be paid in Advance.
- Minimum 90 % Attendance is Compulsory.

Diploma In Computerized Accounting Tally Package

Course Duration 200 hr

Working days of the Year 200 hr

Topic Sr. No.	Units Topic	Theory Workload in Hours	Practical Workload in Hours
1.	INTRODUCTION OF OPERATING SYSTEM SOFTWARE	1	2
2.	FANDAMENTALS OF COMPUTER INPUT / OUTPUT DIVICES	1	4
3.	Accounting Principles, Concepts and Conventions	2	-
4.	Double Entry System	2	-
5.	Rules of Accounting	2	-
6.	Financial Statements	2	-
7.	Instillation and New features	2	4
8.	Ledger Creation	2	8
9.	Inventory Control	2	8
10.	Voucher Entry	4	25
11.	Report Generation	2	4
12.	Concept of Bill of Materials	2	4
13.	Unconventional Vouchers	2	4
14.	Splitting Company Data	2	4
15.	Keyboard Shortcuts	2	4
16.	Accounting and Inventory Features	4	30
17.	Preparing TDS Challan	2	10
18.	VAT (Value Added Tax)	2	10
19.	New Features of Tally	2	10
20.	Price List	2	5
21.	Service Tax	2	5
22.	Using TCS	2	5
23.	Using Payroll	4	10
	Total	50	150

DIPLOMA IN COMPUTERIZED ACCOUNTING TALLY PACKAGE

OUTLINE OF THE COURSE

PART I

INTRODUCTION OF OPERATING SYSTEM SOFTWARE

FANDAMENTALS OF COMPUTER INPUT / OUTPUT DEVICES

Accounting Principles, Concepts and Conventions

Double Entry System

Rules of Accounting

Financial Statements

Instillation and New features

Ledger Creation

Inventory Control

Voucher Entry

Report Generation

Concept of Bill of Materials

Unconventional Vouchers

Splitting Company Data

Keyboard Shortcuts

PART II

Accounting and Inventory Features

Preparing TDS Challan

VAT (Value Added Tax)

New Features of Tally

Price List

Service Tax

Using TCS

Using Payroll

Details of Syllabus:

Part I

Session 1: INTRODUCTION OF OPERATING SYSTEM SOFTWARE

- 1.1 Introduction of OS
- 1.2 Types of Software
- 1.3 Hardware requirement
- 1.4 Software Requirement
- 1.5 Operating Computer Properly

Session 2: FANDAMENTALS OF COMPUTER INPUT / OUTPUT DIVICES

- 2.1 Introduction of Input and Output Devices
- 2.2 INFRMATION ABOUT KEYBOARD OPERATION
- 2.3 HOW TO USE POINTING DEVICES

Session 3: Introduction

- 3.1 Accounting Principles, Concepts and Conventions
- 3.2 Double Entry System
- 3.3 Rules of Accounting
- 3.4 Mode of Accounting
- 3.5 Financial Statement

Session 4: Instillation and New features

- 4.1 Activating Tally Silver for Single User
- 4.2 Activating Tally Gold for Multi user
- 4.3 Registering Tally
- 4.4 The Tally Clock
- 4.5 Switching Between Screen Areas
- 4.6 Quitting Tally
- 4.7 Creation/ Setting up of Company in Tally
- 4.8 F 11: Features
- 4.9 F 12: Configure

Session 5: Ledger Creation

- 5.1 Debtor / Creditor Classification
- 5.2 Creating A Group
- 5.3 Under Group
- 5.4 What is Ledgers?
- 5.5 Specifying Closing Stock Values
- 5.6 Voucher Types

Session 6: Inventory Control

- 6.1 Configure Tally for Inventory Control
- 6.2 What is Stock Group?
- 6.3 Creating a Stock Category
- 6.4 Creating a stock items
- 6.5 Costing Method
- 6.6 Recorder Levels
- 6.7 Location/ Godowns
- 6.8 Create a Unit of Measure
- 6.9 Price Lists

Session 7: Voucher Entry

- 7.1 The Voucher Entry Screen
- 7.2 Contra Entry (F4)
- 7.3 Payment Entry (F5)
- 7.4 Receipt Entry (F6)
- 7.5 Journal Entry (F7)

Session 8: Report Generation

- 8.1 Financial Reports in Tally

Session 9: New Features in Tally 7.2

- 9.1 Transaction Payment Voucher
- 9.2 advance to a Party

Session 10: Concept of Bill of Materials

- 10.1 Stock Journal as Manufacturing Journal
- 10.2 Stock Summary
- 10.3 Cost Estimation
- 10.4 Creating a Stock Journal

Session 11: Unconventional Vouchers

- 11.1 Memo Voucher
- 11.2 Optional Voucher
- 11.3 Post-Dated Voucher
- 11.4 Reconciliation of Bank Accounts
- 11.5 Managing and Operating Budgets
- 11.6 Reversing Journal

Session 12: Splitting Company Data

- 12.1 Pre- Spilt Activity
- 12.2 Group Company
- 12.3 Security Control
- 12.4 Tally Audit
- 12.5 Tally Vault
- 12.6 Import of Data

- 12.7 Export of Data
- 12.8 E-Capabilities

Session 13: Keyboard Shortcuts

Part II

Session 14: Accounting / Inventory Features

- 14.1 Maintain in Batch –Wise Details
- 14.2 Purchase and Sales Orders
- 14.3 Create Sales Orders
- 14.4 Invoice Entry
- 14.5 Sales and Purchase Voucher Entry
- 14.6 Dispatch Details
- 14.7 Types of Reference
- 14.8 Default Voucher Numbers
- 14.9 Pure Inventory Vouchers
- 14.10 Maintain Cost Categories / Cost Centers
- 14.11 Using Debit / Credit note Vouchers
- 14.12 Maintain Batch, Tracking number for Inventory

Session 15: Preparing TDS Challan

- 15.1 Introduction of TDS
- 15.2 TDS Payables

Session 16: VAT (Value Added Tax)

- 16.1 VAT Documents
- 16.2 General Terminologies used in VAT
- 16.3 Voucher Entry
- 16.4 Inter State Purchase
- 16.5 VAT Computation Report for Inter –State- Purchase
- 16.6 Inter –State Sales
- 16.7 Capital Goods in VAT
- 16.8 Payment of Tax and filling Returns

Session 17: New Features of Tally

- 17.1 Localization through Multi-Legality
- 17.2 English or Hinglish : What is the buzzword?

Session 18: Price List

- 18.1 Price Table
- 18.2 Voucher Classes

- 18.3 Interest Calculation
- 18.4 Report on Interest Calculation

Session 19: Service Tax

- 19.1 Activating Service Tax in Tally
- 19.2 Making Party Ledgers
- 19.3 Making Services Tax Ledgers
- 19.4 Marking sales Ledgers for Services
- 19.5 Making Purchase Ledger for Services
- 19.6 Services Tax Display in Statutory Masters
- 19.7 Making Sales Vouchers
- 19.8 Making Purchase Vouchers
- 19.9 Service Tax Payables

Session 20: Using TCS

- 20.1 Classification of Seller for TCS
- 20.2 TCS Exemptions
- 20.3 Certification of TCS
- 20.4 TCS in Tally 7.2
- 20.5 Party Ledgers for Sundry Debtors / Sundry Creditors
- 20.6 Creating Sales Vouchers for TCS

Session 21: Using Payroll

- 21.1 Payroll Configuration
- 21.2 Pay head Creation
- 21.3 Creating earning pay Head
- 21.4 Creating deducting pay Head
- 21.5 Creating salary payable ledger
- 21.6 Creating Gratuity pay head
- 21.7 Payroll info
- 21.8 Employee Individual Creation
- 21.9 Voucher in Tally Payroll
- 21.10 Payroll Voucher
- 21.11 Vouchers in Tally Payroll
- 21.12 Payroll Voucher
- 21.13 Salary Disbursement
- 21.14 Salary Payment Voucher Entry
- 21.15 Business Benefits
- 21.16 Values Added Features
- 21.17 Payroll with Tally

Eligibility Of Faculty For Computerized Accounting Tally Package

Educational Qualification : PGDCA/ MCA (Base commerce)

Other Qualification : Certify Trainer in Computerized Accounting
Tally package / Tally Graduate

Experience : min 1 Year (Teaching) Experience for Tally

