



बिरसा मुंडा ट्रायबल युनिवर्सिटी Birsa Munda Tribal University

राजपिपला, जि० नर्मदा Rajpipla, Dist. Narmda

Established by Tribal Development Department, Govt. of Gujarat

School of Commerce M.Com. Programme

Subject Code & Name: MC02MDSC03: Digital Accounting Using Tally

Teaching and Evaluation Scheme:

Teaching Scheme				Examination Scheme			
Credits				Component Weightage			
				CCE		SEE	
L	T	P	Total	TH	PWE	TH	PWE
2	0	2	4	25	25	25	25

Programme Name	M.Com
Semester	2
Course Code	MC02MDSC03
Course Title	Digital Accounting Using Tally
Course Content Type (Th./Pr.)	Theory + Practical
Course Credit	4 (2+2)
Sessions+ Lab. Per Week	2 (4 Hours)
Total Teaching/Lab. Hours	60 Hours (30 Theory Hours + 30 Practical Hours)
* 2 Laboratory = 1 Session	

Learning Objectives

1. To comprehend manual accounting concepts and basic Tally configurations.
2. To apply ledger and multi-category inventory master creation techniques.
3. To analyze diverse corporate business transaction scenarios systematically.
4. To evaluate software security controls and data migration risks.

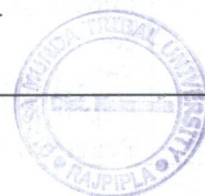
Prerequisites (if any)

Basic knowledge of computer required.

Learning Outcomes

After completion of the course, learners will be able to:

1. Explain differences between manual bookkeeping and computerized accounting systems.
2. Build accounting groups, ledgers, and stock items accurately.
3. Differentiate financial vouchers to generate precise MIS reports.
4. Appraise database integrity using backup and repair utilities.





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Detailed Contents		
UNIT	TOPIC/SUB-TOPIC	TEACHING HOURS
I	BASICS OF ACCOUNTING AND TALLY PRIME (A) Basics of Accounting: Introduction, Types of Accounts, Accounting Principles or concepts, Mode of Accounting, Rules of Accounting, Double-entry system of bookkeeping, Recording of Business Transactions, Preparation of Financial Statements, Computerized Accounting (B) Basics of Tally Prime: Introduction to Tally Prime, Downloading and Installation, Types of License in Tally Prime, Features & Benefits of Tally Prime, Working Tally Prime in Educational Mode, Company Creation and Setting up Company Features and Configurations in Tally Prime.	14 (7+14)
II	MAINTAINING CHART OF ACCOUNTS (A) Maintaining Chart of Accounts: Introduction to Chart of Accounts, Accounting Masters, Creation of Groups & Ledgers, Alteration & Deletion of Masters, Multi Masters Creation and Display, Practical Exercises. (B) Inventory Masters: Three Category of Inventory Masters, Inventory Masters- Stock Groups, Flow Chart of Stock groups creation in Tally, Stock Category, Flow Chart of Stock Category Model in Tally Prime, Units of Measures, Godown, Stock items Practical Exercises	16 (8+16)
III	RECORDING ACCOUNTING TRANSACTIONS & BASIC REPORTS (A) Recording Accounting Transactions: Recording Accounting Transactions and Vouchers in Tally Prime: Business Scenarios, Receipt Voucher, Contra Voucher, Payment Voucher, Purchase Voucher, Sales Voucher, Debit Note Voucher, Credit Note Voucher, Journal Voucher, Practical Exercises (B) Basic Reports: Generating Financial Accounts Reports in Tally Prime, Generating MIS (Management Information System) Reports in Tally Prime, Practical Exercises	16 (8+16)
IV	TECHNOLOGICAL ADVANTAGES OF TALLY PRIME Introduction to Data Security, Security Control, Accessing the company using security level, Tally Vault, Backup and Restore, Split Company Data, Export and Import of Data, Company Data Repair, Printing various reports Practical Exercises	14 (7+14)



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Text Book(s)
Reference Books
1. TDL Reference Manual of Tally Prime 2. Official Guide to Financial Accounting using TallyPrime, by Tally Education Private Limited 3. Guide to Tally 9, Law Point Editorial Board 4. Learn Tally Prime : with All New Features ,4/E, Rajesh Chheda 5. Tally Prime with GST - A Complete Training Guide with Assignment (English) [Paperback], T Balaji Publication 6. TallyPrime Training Guide, Asok K Nadhani & Kanta Nadhani, BPB Publications
Web Resources
1. https://help.tallysolutions.com/seriesa/rel-5-4/en/help/TDL_Reference_Manual.pdf
Required Software(s) (if any)
Tally Prime
Practical(s) (if any)

L:: Lecture, **T::** Tutorial , **P::**Practical

CCE::Continuous and Comprehensive Evaluation

(CCE Theory includes Mid Semester Examination, Assignment, MCQ quizzes, Seminar, Reflective notes, class participation, case analysis and presentation, slip tests (announced/surprised), attendance etc. or any combination of these)

PWE::Practical Work Examination

(PWE includes Laboratory practical work, project work, viva simulation exercise work etc.)

SEE::Semester End Evaluation

