

**MAHARASHTRA STATE BOARD OF VOCATIONAL EDUCATION EXAMINATION,
MUMBAI -51**

1	Name of Syllabus	C. C. In Computerized Accounting using Tally (101108)																																									
2	Max.Nos of Student	25 Students																																									
3	Duration	6 Month																																									
4	Type	Part Time																																									
5	Nos Of Days / Week	6 Days																																									
6	Nos Of Hours /Days	4 Hrs																																									
7	Space Required	Practical Lab = 200 Sq feet Class Room = 200 Sq feet TOTAL = 400 Sq feet																																									
8	Entry Qualification	S.S.C. appeared																																									
9	Objective Of Syllabus/ introduction	Student should achieve expertise in Computerized Accountancy.																																									
10	Employment Opportunity	Can be able worked Accounts assistant in Financial Services Accounts Executive in BPO/KPO																																									
11	Teacher’s Qualification	MCS/MCM/MCA/DIP(CO/CT with TALLY),B Sc(CO,IT)																																									
12	Training System	Training System Per Week <table><tr><td>Theory</td><td>Practical</td><td>Total</td></tr><tr><td>06 hrs</td><td>18 hrs</td><td>24 hrs</td></tr></table>							Theory	Practical	Total	06 hrs	18 hrs	24 hrs																													
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13	Exam. System	<table><tr><td>Sr. No.</td><td>Paper Code</td><td>Name of Subject</td><td>TH/PR</td><td>Hours</td><td>Max. Marks</td><td>Min. Marks</td></tr><tr><td>1</td><td>10110811</td><td>COMPUTERIZED ACCOUNTING USING TALLY</td><td>TH-I</td><td>3 hrs.</td><td>100</td><td>35</td></tr><tr><td>2</td><td>10110821</td><td>BUISNESS COMMUNICATION</td><td>PR-I</td><td>3 hrs.</td><td>100</td><td>50</td></tr><tr><td>3</td><td>10110822</td><td>TALLY</td><td>PR-II</td><td>6 hrs.</td><td>200</td><td>100</td></tr><tr><td></td><td></td><td>Total</td><td></td><td></td><td>400</td><td>185</td></tr></table>							Sr. No.	Paper Code	Name of Subject	TH/PR	Hours	Max. Marks	Min. Marks	1	10110811	COMPUTERIZED ACCOUNTING USING TALLY	TH-I	3 hrs.	100	35	2	10110821	BUISNESS COMMUNICATION	PR-I	3 hrs.	100	50	3	10110822	TALLY	PR-II	6 hrs.	200	100			Total			400	185
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THEORY I : Basics of Accountancy

1. Introduction to Accounting -

Importance of accounting
Accounting principles
Types of accounts

2. Introduction to Transaction Analysis –

Journal entries
Ledger posting and balancing
Trial balance preparation

3. Record Keeping and Accountancy–

Capital and Revenue Transaction
Concept of Depreciation
Bank Reconciliation Statement
Introduction to Profit and Loss Account and Balance Sheet
Concept of finalization

Assignments & Test

Accounting on Computers using “Tally”

1. Introduction to Tally –

- 1.1 Chapter Objectives
- 1.2 Chapter Structure
- 1.3 Tally fundamentals
- 1.4 Maintaining Company Data

2. Tally Accounting –

- 2.1 Chapter Objectives
- 2.2 Chapter Structure
- 2.3 Complete Introduction to F11: Features
- 2.4 Complete Introduction to F12: Configure
- 2.5 Chart of Accounts

3. Tally Inventory –

- 3.1 Chapter Objectives
- 3.2 Chapter structure
- 3.3 Maintaining Stock Details

4. Tally Vouchers –

- Chapter Objectives
- Chapter Structure
- Accounting Vouchers
- Inventory Vouchers
- Invoicing
- Accounting and Item Invoicing

5. Multilingual Capabilities

6. Advanced Accounting

Chapter Objectives
Chapter Structure
Bill – wise Details
Cost Centers and Cost categories
Voucher Classes and Cost centre Classes
Multiple Currencies
Bank reconciliation
Interest Calculation
Budgets and Controls
Scenario Management

7. Advanced Inventory

Chapter objectives
Chapter Structure
Order Processing
Re- Order Levels
Tracking Numbers
Batch- Wise Details
Additional Cost Details
Bill of Materials
Price List
Stock Valuation methods
Zero Value Entries
Inventory Aging Analysis
Use of Different Actual and Billed Quantities

8. Value Added Tax (VAT & CST)

Chapter Objectives
Chapter Structure
VAT
 -Introduction
 - VAT Activation
 - VAT Classification
 - Ledger creation
Stock Item Masters
Creating Vouchers
Accounting of Purchase or Sales returns
Accounting of Rate difference
Printing Configuration
Inter-State Trade Accounting
 - Accounting of Exempted Items
 - Accounting Purchases from Unregistered Dealers
 - Accounting Input Credit on Capital Goods
 - Accounting Input Credit on Opening Stock
 - Accounting of Inter State Branch Transfer
 - VAT Computation
 - VAT Form
CST
Introduction
Ledger Creation
Creating Vouchers
CST Reports

9. Point of Sale

- Introduction
- POS Features in Tally
- Enabling POS in Tally
- POS Invoice Without Voucher Class
- POS Invoice With Voucher Class
- Zero Valued Entries in POS Invoice
- Billing of Pharmaceuticals Products
- POS Reports

10. Payroll

- Introduction
- Payroll Features in Tally
- Enabling Payroll in Tally
- Creation of Masters
- Voucher Class Configuration
- Tally Walk-through to Record Payroll Transactions
- Payroll Reports

11. Tax Deducted at Source (TDS)

- Chapter objectives
- Chapter Structure
- TDS
- Introduction
- Configuration of Tally for TDS
- Statutory Masters
- Master Creation
- Voucher entry
- Advance Payment
- TDS Report
- Voucher Entry
- TCS Reports

12. Tax Collected at Source (TCS)

- Introduction
- Configuring Tally for TCS
- Statutory Masters
- Master Creation

13. Service Tax

- Chapter Objectives
- Chapter Structure
- Introduction
- Configuring Tally for Service Tax
- Master Creation
- Voucher Entry
- Service Tax on receipt of Advance
- Opening Service Tax Ledgers Treatment
- Service Tax Reports

14. Job Costing

- Chapter Objectives
- Chapter Structure
- Introduction
- Configuring Tally for Job Costing
- Master Creation
- Voucher Entry
- Job Costing Reports

15. Excise Dealer

16. Fringe Benefit Tax

17. Reports

- Chapter Objectives
- Balance Sheet
- Profit and Loss Account
- Ratio Analysis
- Cash Flow Statements
- Fund Flow Statement
- Movement analysis

18. The Technology Advantage of Tally

- Chapter Objectives
- Printing Reports
- Cheque Printing and Accounts and other reports
- Consolidation of Accounts
- Tally Vault

PRACTICAL - I : BUSINESS COMMUNICATION

SR.NO	TOPIC NAME
1	Effective Communication – Communication Cycle (With The Help Of Diagram) Communication Situations (List Of 5 Communication situations stating the type of communication) Effective listening – listening to differing points of view, taking notes Reading skills – active reading techniques, general reading and careful reading
2	Barriers That Hinder A Particular Communication Situation. (State the type of barrier, and how to overcome them).
3	LETTER WRITING : Business Letters Letters Of Suggestion Letter To The Librarian, Principal
4	Report Writing

PRACTICAL - II : TALLY

SR. NO	TOPIC NAME
1	Introduction to Tally – <ul style="list-style-type: none">• Tally Fundamentals (Learning how to use of Tally)• Maintaining Company Data
	Tally Accounting – <ul style="list-style-type: none">• Processing Transactions in Tally.• Features of Tally (Company creation etc.)• Recording Transactions.• Budgeting Systems, Scenario management and• Variance Analysis, Use Tally for Costing, Ratio Analysis.
	Advanced Inventory <ul style="list-style-type: none">○ Tracking Numbers○ Batch- Wise Details○ Additional Cost Details○ Bill of Materials○ Price List○ Stock Valuation methods
	Value Added Tax (VAT & CST) VAT <ul style="list-style-type: none">○ Ledger creation○○ Creating Vouchers○ Accounting of Purchase or Sales returns○ Accounting of Rate difference○ Printing Configuration○ Inter-State Trade Accounting<ul style="list-style-type: none">- Accounting of Exempted Items- Accounting Purchases from Unregistered Dealers

	<ul style="list-style-type: none"> - Accounting Input Credit on Capital Goods - Accounting Input Credit on Opening Stock - Accounting of Inter State Branch Transfer - VAT Computation - VAT Form <p>CST Ledger Creation Creating Vouchers CST Reports</p>
	<p>Payroll</p> <ul style="list-style-type: none"> ○ Payroll Features in Tally ○ Enabling Payroll in Tally ○ Creation of Masters ○ Voucher Class Configuration <ul style="list-style-type: none"> ▪ Tally Walk-through to Record Payroll Transactions ○ Payroll Reports
	<p>Tax Deducted at Source (TDS) Configuration of Tally for TDS Statutory Masters Master Creation Voucher entry Advance Payment TDS Report Voucher Entry TCS Reports</p>
	<p>Tax Collected at Source (TCS)</p> <ul style="list-style-type: none"> ○ Configuring Tally for TCS ○ Statutory Masters ● Master Creation
	<p>Service Tax</p> <p>Configuring Tally for Service Tax</p> <ul style="list-style-type: none"> ○ Master Creation ○ Voucher Entry ○ Service Tax on receipt of Advance ○ Opening Service Tax Ledgers Treatment ● Service Tax Reports
	<p>Reports</p> <ul style="list-style-type: none"> ● Balance Sheet ● Profit and Loss Account ● Ratio Analysis ● Cash Flow Statements ● Fund Flow Statement ● Movement analysis
	<p>The Technology Advantage of Tally Printing Reports Cheque Printing and Accounts and other reports Consolidation of Accounts Tally Vault</p>

LIST OF TOOLS / EQUIPMENTS / SOFTWARES

Sr. No.	Description of Tools/ Equipment / Software	Nos. Required
1	Pentium based processor having minimum configuration. <ul style="list-style-type: none">• Min 166 MHZ• 32 MB RAM• 1.44 MB floppy drives• 48XCD-ROM Drive (Minimum one)• SVGA Colour monitors.	Six
2	Desk / Inkjet printer or dot matrix printer (80 or 132 columns)	One
3	Windows XP or NT or higher version M.S. office 2003 software with word, excel, powerpoint. Tally 5.4 or above / ex.	As required
4	56 KBPS external modem	One

REFERENCE BOOKS :-

Computers And Common Sense	Hunt Shelly
A First Course In Computer	Sanjay Saxena
Easy Guide To WIN 98	ALAN SIMPSON
Mastering TO WIN 98	Cowart
Master Office 97 Visually	Complex Publication
Expert Guide To WIN 98	Minasi, Shaper Chirstiansen
Tally	N.Satyapal

Project Presentation –

Every student is required to do a project on a given topic related to computerized financial accounting and make a presentation on the same in the class.
