

**P. R.GOV.T. COLLEGE (AUTONOMOUS), KAKINADA**  
**SYLLABUS PAPER-Elective I-CP6313A (W.E.F. 2016-17)**

**III B.Com-CA**

**Subject: Programming in Tally-Paper-IV**

**Paper: IV**

**SEMESTER - VI**

**UNIT 1:**

**Introduction:**

Financial accounting, what is accounting, utility of accounting, advantages of accounting, book of accounts- cash book, journal, general ledger, classification of accounts and rules of debit and credit, financial statement-trial balance – Interduction to Computerized Accounting Software Tally – Features of Tally – Differences between Manual Accounting and Computerized Accounting – Company Creation.

**UNIT 2: - Features and configuration:**

Features, General features, accounting features- Inventory features-Set modify other company features- : Configure- general.

**Accounts Info:** Single and multiple ledgers, conversion of name, duplicate name, accounts info, accounts info menu- F11: features, F12: Configuration, Account group- Ledger accounts-budgets-creation of budgets, period of budget, set/alter budgets, types of budget.

Voucher types- create a new voucher type, method of numbering, and creation of manufacturing journal, display, alter, voucher class.

**UNIT 3:**

**Inventory info:**

**Inventory info menu:** F11: Features- inventory features. F12: Configure-Inventory masters - Stock Group- Stock Categories- Stock categories- Stock items- Godowns.

**Inventory Vouchers:** F11:Features -F12: Configuration- Inventory Allocation-invoicing-configuration of invoice info menu – Inventory Vouchers - printing inventory vouchers - **Accounting Reports-**

**Display:** Display options at Gateway, Access from the Gateway, and layout of display screen, buttons.F12: Range, F12: Values, New column, Alter column, delete column, auto column, Balance sheet- Trial balance- Accounts books. Statement of accounts- Daybook, list of accounts.

**UNIT 4 : - MIS Reports-Display:**

Ratio Analysis, cash and funds- cash flow, funds flow. Purchase bills pending, sales bills pending, exception reports- negative stock, negative ledger, overdue payable, memorandum voucher, and Reverse journal voucher, optional voucher.

**Housekeeping:** Backup-backup strategy. Restore, rewriting.

**Security:** Password, security control, types of security, create new security level- name of security level, use basic facilities of, days allowed for back-dated vouchers. Users and passwords.

**REFERENCE BOOKS:**

1. Accounting System : M. Sulochana, K. Kameswara rao & R. Kishore Kumar, Kalyani Publishers, Hyderabad.
2. Tally Financial Accounting Progrmme – Tally India Pvt. Ltd.,
3. Tally Tutorial Accounts – A.K. Nadani.
4. Tally power of Simplicity – Tally Gold Quick reference manual – Tally India Pvt. Ltd.,

**P. R.GOV'T. COLLEGE (AUTONOMOUS), KAKINADA**  
**MODEL BLUE PRINT (w.e.f. 2016-17)**  
**III B.Com -CA –Elective I**  
**Course Code: CP6313A**  
**SEMESTER-VI**

**SUBJECT: Programming in Tally**  
**PAPER- IV**

**Time: 3 Hrs**  
**Marks: 70**

**Model blue print for the model paper and choice**

S.NO	Type of Question	To be given in the Question Paper			To be answered		
		No. of Questions	Marks allotted to each question	Total Marks	No. of Questions	Marks allotted to each question	Total Marks
1	Section-A Very Short Questions	5	1	5	5	1	5
2	Section-B Short Questions	8	5	40	5	5	25
3	Section- Essay Questions	8	10	80	4	10	40
<b>TOTAL MARKS</b>				<b>125</b>	<b>TOTAL MARKS</b>		<b>70</b>

**P. R.GOV. COLLEGE (AUTONOMOUS), KAKINADA**  
**MODEL PAPERS (w.e.f 2016-17)**  
**III B.Com-CA Elective I**  
**Course Code: CP6313A**

**Subject: Programming in Tally**  
**Paper: IV**

**Time: 3 Hrs**  
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**SECTION – A**

**Answer any FIVE Questions in the following. All Questions carry equal marks    5 x 1 = 5M**

1. Stock Categories.
2. Balance Sheet.
3. Budget.
4. Stock Summary.
5. Ratio Analysis.

**SECTION – B**

**Answer any FIVE Questions in the following. All Questions carry equal marks    5 x 5 = 25M**

6. Difference between Manual Accounting and Electronic Accounting.
7. Write about Stock Item and Stock Groups.
8. Explain about Trail Balance.
9. What is a Ledger? Explain the various types of Ledgers available in tally.
10. Explain about House Keeping.
11. Write the Limitations of Tally.
12. Explain about Accounts Info.
13. Explain about Inventory Info.

**SECTION – C**

**Answer all the Questions. All Questions carry equal marks**

**4 x 10 = 40 M**

14. a) Explain the Features of Tally.  
(or)  
b) Explain and write the procedure to create company creation in Tally.
15. a) Explain the Gate of Tally  
(or)  
b) Explain the various types of Vouchers.
16. a) Explain any four important account reports generated by tally.  
(or)  
b) What is Security? Explain types of Security Controls.
17. a) Explain MIS reports.  
(or)  
b) Explain F11 Features and F12 Configuration in Inventory Info.