

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

1	Name of Syllabus	<b>C. C. In Computerized Accounting using Tally (101108)</b>																																							
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	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Practical Lab =</td> <td style="width: 10%;">200</td> <td style="width: 10%;">Sq feet</td> <td colspan="3"></td> </tr> <tr> <td>Class Room =</td> <td>200</td> <td>Sq feet</td> <td colspan="3"></td> </tr> <tr> <td><b>TOTAL</b> =</td> <td><b>400</b></td> <td><b>Sq feet</b></td> <td colspan="3"></td> </tr> </table>					Practical Lab =	200	Sq feet				Class Room =	200	Sq feet				<b>TOTAL</b> =	<b>400</b>	<b>Sq feet</b>																				
Practical Lab =	200	Sq feet																																							
Class Room =	200	Sq feet																																							
<b>TOTAL</b> =	<b>400</b>	<b>Sq feet</b>																																							
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	<b>Training System Per Week</b>																																							
		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; text-align: center;"><b>Theory</b></td> <td style="width: 33%; text-align: center;"><b>Practical</b></td> <td style="width: 33%; text-align: center;"><b>Total</b></td> </tr> <tr> <td style="text-align: center;">06 hrs</td> <td style="text-align: center;">18 hrs</td> <td style="text-align: center;">24 hrs</td> </tr> </table>					<b>Theory</b>	<b>Practical</b>	<b>Total</b>	06 hrs	18 hrs	24 hrs																													
<b>Theory</b>	<b>Practical</b>	<b>Total</b>																																							
06 hrs	18 hrs	24 hrs																																							
13	Exam. System	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;">Sr. No.</th> <th style="width: 10%;">Paper Code</th> <th style="width: 25%;">Name of Subject</th> <th style="width: 10%;">TH/PR</th> <th style="width: 10%;">Hours</th> <th style="width: 10%;">Max. Marks</th> <th style="width: 10%;">Min. Marks</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">10110811</td> <td style="text-align: center;">COMPUTERIZED ACCOUNTING USING TALLY</td> <td style="text-align: center;">TH-I</td> <td style="text-align: center;">3 hrs.</td> <td style="text-align: center;">100</td> <td style="text-align: center;">35</td> </tr> <tr> <td style="text-align: center;">2</td> <td style="text-align: center;">10110821</td> <td style="text-align: center;">BUISNESS COMMUNICATION</td> <td style="text-align: center;">PR-I</td> <td style="text-align: center;">3 hrs.</td> <td style="text-align: center;">100</td> <td style="text-align: center;">50</td> </tr> <tr> <td style="text-align: center;">3</td> <td style="text-align: center;">10110822</td> <td style="text-align: center;">TALLY</td> <td style="text-align: center;">PR-II</td> <td style="text-align: center;">6 hrs.</td> <td style="text-align: center;">200</td> <td style="text-align: center;">100</td> </tr> <tr> <td></td> <td></td> <td style="text-align: center;"><b>Total</b></td> <td></td> <td></td> <td style="text-align: center;"><b>400</b></td> <td style="text-align: center;"><b>185</b></td> </tr> </tbody> </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			<b>Total</b>			<b>400</b>	<b>185</b>
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																																			
		<b>Total</b>			<b>400</b>	<b>185</b>																																			

**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	<p>Effective Communication –                      Communication Cycle (With The Help Of Diagram)                      Communication Situations (List Of 5 Communication situations stating the type of communication)</p> <p>Effective listening – listening to differing points of view, taking notes                      Reading skills – active reading techniques, general reading and careful reading</p>
2	Barriers That Hinder A Particular Communication Situation. (State the type of barrier, and how to overcome them).
3	<p><b>LETTER WRITING :</b>                      Business Letters                      Letters Of Suggestion                      Letter To The Librarian, Principal</p>
4	Report Writing

**PRACTICAL - II : TALLY**

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

	<ul style="list-style-type: none"> <li>- Accounting Input Credit on Capital Goods</li> <li>- Accounting Input Credit on Opening Stock</li> <li>- Accounting of Inter State Branch Transfer</li> <li>- VAT Computation</li> <li>- VAT Form</li> </ul> <p><b>CST</b>  Ledger Creation  Creating Vouchers  CST Reports</p>
	<p><b>Payroll</b></p> <ul style="list-style-type: none"> <li>o Payroll Features in Tally</li> <li>o Enabling Payroll in Tally</li> <li>o Creation of Masters</li> <li>o Voucher Class Configuration <ul style="list-style-type: none"> <li>▪ Tally Walk-through to Record Payroll Transactions</li> </ul> </li> <li>o Payroll Reports</li> </ul>
	<p><b>Tax Deducted at Source (TDS)</b>  Configuration of Tally for TDS  Statutory Masters  Master Creation  Voucher entry  Advance Payment  TDS Report  Voucher Entry  TCS Reports</p>
	<p><b>Tax Collected at Source (TCS)</b></p> <ul style="list-style-type: none"> <li>o Configuring Tally for TCS</li> <li>o Statutory Masters</li> <li>• Master Creation</li> </ul>
	<p><b>Service Tax</b></p> <p>Configuring Tally for Service Tax</p> <ul style="list-style-type: none"> <li>o Master Creation</li> <li>o Voucher Entry</li> <li>o Service Tax on receipt of Advance</li> <li>o Opening Service Tax Ledgers Treatment</li> </ul> <p>• Service Tax Reports</p>
	<p><b>Reports</b></p> <ul style="list-style-type: none"> <li>• Balance Sheet</li> <li>• Profit and Loss Account</li> <li>• Ratio Analysis</li> <li>• Cash Flow Statements</li> <li>• Fund Flow Statement</li> <li>• Movement analysis</li> </ul>
	<p><b>The Technology Advantage of Tally</b>  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"><li>• Min 166 MHZ</li><li>• 32 MB RAM</li><li>• 1.44 MB floppy drives</li><li>• 48XCD-ROM Drive (Minimum one)</li><li>• SVGA Colour monitors.</li></ul>	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 Christiansen
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.

\*\*\*\*\*