SETH NAVRANG RAI LOHIA JAIRAM GIRLS COLLEGE, LOHAR MAJRA, KURUKSHETRA

B.Com 4th SEM
SESSION 2022-23

Sr. No	Class Roll NO	University Roll No	Regn. No	S/Name	F/Name
1	1212122003001	210022827	21-JL-121	MADHU	RAMPHAL
2	1212122003002	210022819	21-JL-146	NANCY	SUKHBIR SINGH
3	1212122003003	210022803	21-JL-123	NISHU	SOMNATH
4	1212122003004	210022802	21-JL-152	NIKITA	RAJINDER KUMAR
5	1212122003005	210022816	21-JL-116	KOMALPREET KAUR	KULWANT SINGH
6	1212122003006	210022806	21-JL-126	SHAGUN RANI	RAGHBIR SINGH
7	1212122003007	210022804	21-JL-124	NIKITA	SHYAM SINGH
8	1212122003008	210022805	21-JL-125	MUSKAN DEVI	DHOOP SINGH
9	1212122003009	210022807	21-JL-109	NARINDER KAUR	BALDEV SINGH
10	1212122003010	210022801	21-JL-122	GUNJAN DEVI	MANJIT SINGH
11	1212122003011	210022818	21-JL-117	SHWETA	ASHWANI KUMAR
12	1212122003012	210022813	21-JL-113	DEEPANSHI	SUNIL KUMAR
13	1212122003013	210022825	21-JL-120	SALONI	BALWINDER KUMAR
14	1212122003016	210022824	21-JL-119	RENU	RAM MEHAR
15	1212122003017	210022823	21-JL-118	NAINIKA	RAM KUMAR
16	1212122003019	210022822	21-JL-132	KHUSHI	RAJESH KUMAR
17	1212122003022	210022812	21-JL-112	PARUL GARG	NAVEEN KUMAR
18	1212122003023	210022809	21-JL-127	SEJAL RANI	JASBIR SINGH
19	1212122003025	210022814	21-JL-114	MAHAK SAGAR	RAJESH SAGAR
20	1212122003026	210022815	21-JL-115	MUSKAN	MEHAR CHAND
21	1212122003027	210022817	21-JL-129	SHALU	PAWAN KUMAR
22	1212122003028	210022821	21-JL-131	KAJAL	NARENDER SINGH
23	1212122003029	210022811	21-JL-111	DIKSHA RANI	LAL CHAND

CLERK.
S. N. R. L. Jairam Girls College,
LOHAR MAJRA (Kurukshetra)

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Computerized Accounting System with

Tally.ERP 9

Record Book

Name	: Madhu
Roll No.	: 121212200300 1 Uni = 2100 22827
Class	: Bcom 2nd year (4th sem)
College	: SNRL JAIRAM GIRLS COLLEGE

Certificate

This is to certify that *project entitled is submitted by*

Ms./Mr. .... Madhu .... *(Enrollment number*

.... 2100228827 .... *) in partial fulfillment of the Final Examination*

requirement in Computerised Accounting System Practical Record

and is certified to be an original and bonafide work.

Place: SNRL JAIRAM GIRLS
COLLEGE

Date: April, 17, 2023

(Name & Signature of the Guide)

Acknowledgement

In the very beginning, I would like to take the opportunity to express my gratitude to the almighty God, for keeping me in good health all through this gruelling project work.

I place on record my sincere gratitude and appreciation to my project guide Mr./Ms. ...Navjyoti Prashex (Asst. Prof. Commerce)... his/her kind cooperation and guidance which enabled me to complete this project in time.

I take this opportunity to dedicate my project to all our loving faculty members who were a constant source of motivation and I express my deep gratitude to their never ending support and encouragement during this project. Finally, I thank each and everyone who helped me to complete the task.

Place: SNRL Jairam girls college

Date: April 17, 2023

Prashex
19-04-2023

(Name & Signature of the Guide)

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Practical — 1
How to start Tally. Erp 9

⇒ **Tally. ERP 9 start up :-**
we can start Tally. ERP 9 using any of the following ways:
- Click on start > Programs > Tally. Erp 9 > Tally. Erp 9 icon.
            Or.
- Double - click on the Tally. Erp 9 on the desktop.

⇒ **Tally. ERP 9 screen components :-**
- **Title bar :** Displays the version name and number of Tally. Erp 9.
- **Horizontal button bar :** selection of languge key, keyboard languge and Tally erp9 Help.
- **Close button :** Performs the Standard windows operating system function (window 95 onwards) allowing us to close / Quit Tally Erp 9 and work on the other applications. To restore Tally Erp 9, click the Tally erp 9 icon on the task bar.
- **Info Panel :-** Displays version number, License details, configuration details.
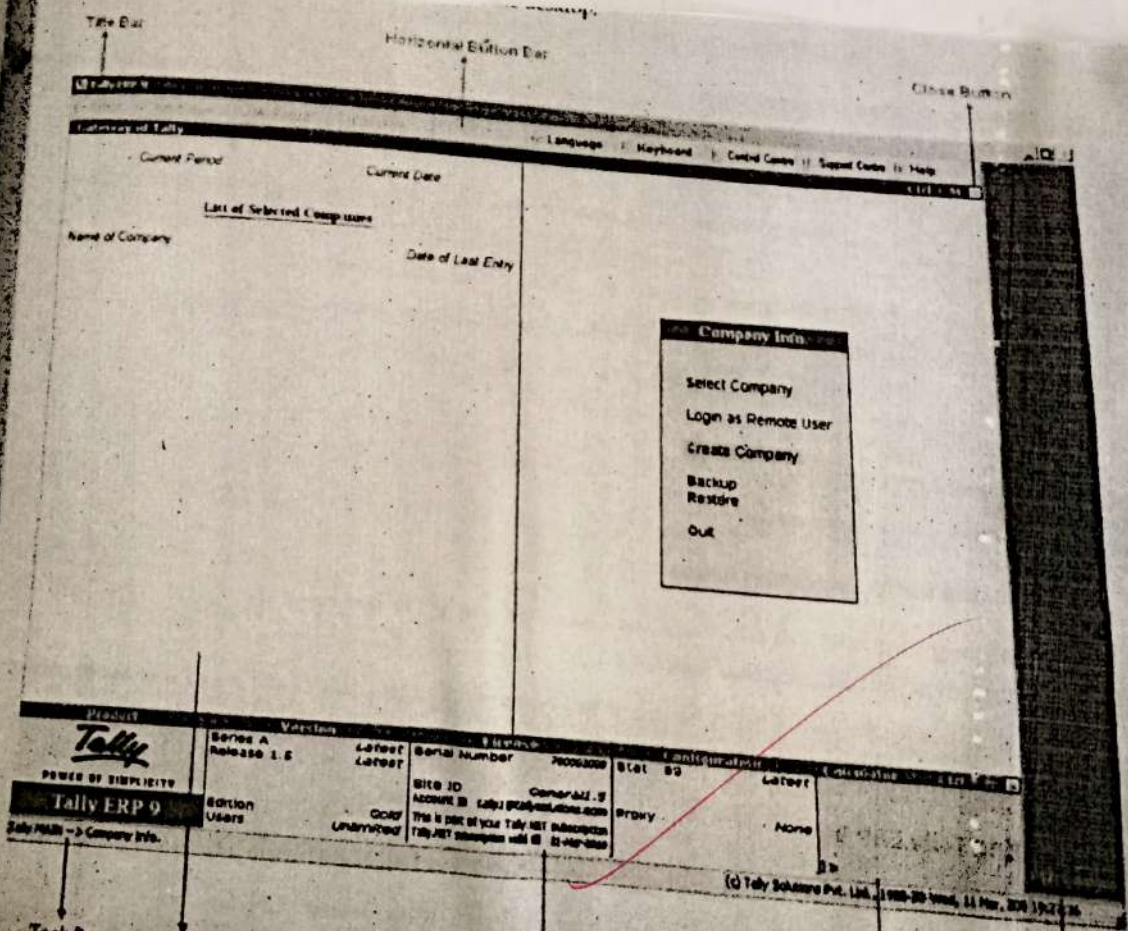
Fig. 1.1. Tally.ERP 9 Startup screen.

- <u>Gateway of Tally</u> :- Displays menus, screens, reports and accepts the choices and options which you select to view data as required

- <u>Buttons toolbar</u> :- Displays buttons which provide quick interaction with Tally Erp9 only buttons relevant to the current task are visible.

- <u>Calculator Area</u> :- Used for calculator function.

\# <u>Mouse/Keyboard Conventions</u> :- while working with Tally erp9 we may use the following conventions.

- Click : Press the left mouse button.
- Double click : Press and release the left mouse button twice, without moving the mouse pointer off the item.
- Choose : Position the mouse pointer on the item and click the left mouse button.
- Select : Position the mouse pointer on the item and double click the left mouse button
- Press : Use the keys on the keyboard in the combination shown.

pac 24 :- How to Activate GST in Tally. ERP 9

To use GST features in Tally, it is mandatory to enable or activate GST in Tally. After activation of GST feature in Tally. ERP9, all the GST related features are available for all general ledgers, stock items and transactions in Tally.

Refer below step by step procedure to activate GST in Tally.

step 1 :-

from Gateway of Tally, click on F11: features or press function key f11.

step 2 :-

Under Company features options, choose statutory & Taxation or press function key f3.

step 3 :-

In next screen, Company operation alteration,

Fig 24.4

limit for intrastate.

* Enable Tax lia. on advance receipts :- choose "Yes" to activate tax liability on advance receipts.

* Set / alter GST rate details :- choose Yes to set or alter GST rate details at Company Level.

* Enable GST classifications :- choose Yes to activate GST classifications.

After Entering all the required details for activation of GST in Tally, choose "Yes" to accept the data and save the details in Tally.

B.Com. IVth Semester

Course Code	Course Title	External	Internal	Total Marks
BC 401	Corporate Accounting-II	80	20	100
BC 402	Business Statistics-II	80	20	100
BC 403	Business Laws-II	80	20	100
BC 404	Company Law-II	80	20	100
BC 405	Computerized Accounting System	60	10	70
	Practical	30		
Optional Subjects				
BC 406	(i) Advertising	80	20	100
	(ii) Entrepreneurship Development	80	20	100
	(iii) Accounting and Reporting Standards	80	20	100

B.Com. Vth Semester

Course Code	Course Title	External	Internal	Total Marks
BC 501	Cost Accounting	80	20	100
BC 502	Financial Management	80	20	100
BC 503	Goods and Services Tax	80	20	100
BC 504	Income Tax-I	80	20	100
BC 505	Auditing	80	20	100
Optional Subjects				
BC506	(i) Supply Chain Management	80	20	100
	(ii) Indian Economy	80	20	100
	(iii) Fundamentals of Stock Market	80	20	100

B.Com. VIth Semester

Course Code	Course Title	External	Internal	Total Marks
BC 601	Management Accounting	80	20	100
BC 602	Fundamentals of Insurance	80	20	100
BC 603	Human Resource Management	80	20	100
BC 604	Income Tax-II	80	20	100
BC 605	Business Environment	80	20	100
Optional Subjects				
BC 606	(i) Retail Management	80	20	100
	(ii) Corporate Governance	80	20	100
	(iii) Industrial Laws	80	20	100

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Scheme of Examination for B.Com. (General) and B.Com. (Honours)
w.e.f. Session 2017-2018 in Phased Manner

B.Com. (General):
A student pursuing B.Com. (General) has to study all the subjects in first and second semester. In 3rd, 4th, 5th & 6th semesters, besides five compulsory subjects a student will have to choose one optional subject in each of these semesters.

B.Com. (Hons.):
A student pursuing B.Com. (Hons.) has to study all the subjects in first and second semester. In 3rd, 4th, 5th & 6th semesters, besides five compulsory subjects a student will have to choose two optional subjects in each of these semesters.

SCHEME OF EXAMINATION

B.Com. Ist Semester

Course Code	Course Title	External	Internal	Total Marks
BC 101	Financial Accounting-I	80	20	100
BC 102	Micro Economics	80	20	100
BC 103	Principles of Business Management	80	20	100
BC 104	Computer Applications in Business	80	20*	100
BC 105	Business Mathematics-I	80	20	100
BC 106	Business Communication	80	20*	100

*Internal Assessment based on Practical.

B.Com. IInd Semester

Course Code	Course Title	External	Internal	Total Marks
BC 201	Financial Accounting-II	80	20	100
BC 202	Macro Economics	80	20	100
BC 203	Fundamentals of Marketing	80	20	100
BC 204	E-Commerce	80	20*	100
BC 205	Business Mathematics-II	80	20	100
BC 206	Business Environment of Haryana	80	20	100
BC 207	Environmental Studies (Qualifying Paper)	-	-	100
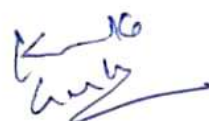
*Internal Assessment based on Practical

B.Com. IIIrd Semester

Course Code	Course Title	External	Internal	Total Marks
BC 301	Corporate Accounting-I	80	20	100
BC 302	Business Statistics-I	80	20	100
BC 303	Business Laws-I	80	20	100
BC 304	Company Law-I	80	20	100
BC 305	Indian Financial System	80	20	100
Optional Subjects				
BC 306	(i) Rural Marketing	80	20	100
	(ii) Foreign Trade of India	80	20	100
	(iii) Networking and Web Designing	80	20*	100

*Internal Assessment based on Practical.

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External Marks: 60
Internal Marks: 10
Practical: 30
Time: 3 Hours

Note: Paper setter will set nine questions in all. Question No. 1 comprising of five short types questions carrying four (4) marks each is compulsory. It covers the entire syllabus. Answer to each question should not be more than one page. Candidate is required to attempt four questions from the remaining eight questions carrying 10 marks each.

Introduction: installation of Tally, ERP9 – Licensing configurations – Tally Vault Password – Security Control in Tally, ERP9 – Splitting Company Data – Backup and Restore.

Accounting: voucher entry, budget, cost center, balance sheet, profit and loss account, currency, debit note, credit note, interest calculation.

Inventory: stock item, sales order, purchase order, delivery note, rejection out.

Computerized Tax Liability Calculation.

Payroll: Salary Accounting – Introduction to Payroll – Payroll Masters – Payroll Vouchers – Overtime Payment – Gratuity – Advanced Payroll Transactions Basic Salary, Overtime, Bonus, Gratuity, Loan, ESI, Provident Fund, Pension, Commission.

Practical: The candidates should be able to make journal entries, ledger, trial balance and balance sheet and record, other business operations on computerized accounting software, such as Tally ERP (Latest Version).

REFERENCES

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- A.K. Nadhavi, K.K. Nadhavi, Tally Instant Reference (Accounts. Inventory, Advanced), BPB Publications, New Delhi.
- Ashok K. Nadavi, Tally Training Guide (Financial Accounting, Invoicing & Inventory), BPB Publications, New Delhi.
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- A.K. Nadhavi, K.K. Nadhavi, Implementing Tally Payroll, BPB Publications, New Delhi.

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