

**Part-A Introduction**

Subject	Commerce		
Semester	II		
Name of the Course	Computerized Accounting System*		
Course Code	B23-COM-201		
Course Type: (CC/MCC/MDC/CCM/DSEC/VOC/DSE/PC/AEC/VAC)	CC-4		
Level of the course (As per Annexure-I)	100-199		
Pre-requisite for the course (if any)	NIL		
Course Learning Outcomes (CLO)	<p>After completing this course, the learner will be able to:</p> <ol style="list-style-type: none"> <li>understand the concept of computerized accounting and be familiar with accounting software.</li> <li>create company ledger, vouchers in accounts software.</li> <li>prepare financial statements in Tally.</li> <li>comply with tax regulations – GST, Income Tax, etc.</li> </ol> <p>5*. make journal entries, ledgers, trial balance, profit and loss account, balance sheet and records, other business operations on Computerized accounting software, such as Tally Prime (Latest Version).</p>		
Credits	<b>Theory</b>	<b>Practical</b>	<b>Total</b>
	2	2	4
Internal Assessment Marks	20	10	30
End Term Exam Marks	50	20	70
Exam Time	3 Hrs.		3 Hrs.

**Part-B Contents of the Course**

**Instructions for Paper Setters**

- The examiner will set 9 questions in all covering the course learning outcomes (CLOs). Question No. 1 will be compulsory and comprises of seven parts of 2 marks each. Question Nos. 2 to 9 will carry 14 marks each, having two questions from each unit.
- Students are required to attempt 5 questions in all, selecting one question from each unit and the compulsory question.

Unit	Topics	Contact Hours
I	Computerized Accounting System: Concept, Tally Prime, installations of Tally Prime, licensing configurations; Tally vault password: Security control in Tally Prime, data backup and restore, export and import data, edit log feature in tally; Gateway of Tally.	15
II	Company creation: Setup features, accounting features, configuration,	15



	shutting and deleting a company; Ledger creation: Creating single and multiple ledgers, altering, deleting and displaying ledger; Invoicing; Budgets; Cost centres; Interest calculations; Inventory: Stock items, purchase and sales orders processing, godowns.	
III	Financial Statements: Profit & loss account, balance sheet; Bank reconciliation; Debit and credit note; Tally audit features; Printing features; Management Information System & different reports in tally.	15
IV	Income tax and GST in Tally Prime; TDS; TCS; Payroll in Tally: Introduction, salary accounting, payroll masters, payroll vouchers, gratuity, provident fund, ESI, payroll reports.	15
V*	Procedures to create a company, prepare a profit and loss account, prepare Balance sheet, show some entries of TDS and TCS, GST entries in Tally Payroll in Tally.	

#### Suggested Evaluation Methods

##### Internal Assessment:

###### > Theory

Class Participation

Seminar/Presentation/Assignment/Quiz/Class Test etc.

Mid Term Exam:

###### > Practicum

Class Participation

Seminar/Demonstration/Viva Voce/Lab Records etc.

Mid Term Exam:

**End Term Exam**

#### Part-C Learning Resources

##### Recommended Books/E-Resources/LMS:

- A.K. Nadhavi, Managing VAT with Tally 9 (Taxation), BPB Publications, New Delhi.
- Ashok K. Nadavi, Tally Training Guide (Financial Accounting, Invoicing & Inventory), BPB Publications, New Delhi.
- Ashok, K. Nadhavi, Kishor K. Nadhavi, Implementary Tally 9, BPB Publications, New Delhi.
- Bansal Manoj, Computerized Accounting System, Sahitya Bhawan Publications.
- Kavitha et. al., Computerized Accounting, Himalaya Publishing House.
- Raman B.S. and Singh Ravi, Computerized Accounting System, EPBP Publication.

\* Applicable for courses having practical component.

*Ko...*

*[Signature]*  
Principal  
SNRL Jairam Girls College  
Lohar Majra, Kurukshetra



**SNRL Jairam Girls College, Lohar Majra, Kurukshetra**

**B.Com. 1st Year (2023-24)**

Sr. No.	Class Roll No.	University Roll No.	Regn No .	S/Name	F/Name
1	2312001	2023176221	23-JL-74	NEHA	PIARA SINGH
2	2312002	2023176213	23-JL-43	MAHAK	JASWANT KUMAR
3	2312004	2023176229	23-JL-65	TANU SHARMA	MANOJ SHARMA
4	2312005	2023176225	23-JL-148	SIMRAN	RAMPAL
5	2312006	2023176212	23-JL-44	LOVEPREET KAUR	SUKHVINDER SINGH
6	2312008	2023176223	23-JL-149	SAHAJ	RAM SHARAN
7	2312009	2023176208	23-JL-158	HARJINDER KAUR	GURMEET SINGH
8	2312010	2023176203	23-JL-45	ANJALI	BALBIR SINGH
9	2312011	2023176215	23-JL-66	MUSKAN	SUNIL KUMAR
10	2312012	2023176216	23-JL-159	NANCY	SHRVAN KUMAR
11	2312013	2023176211	23-JL-154	KOMAL	SULENDER SINGH
12	2312014	2023176209	23-JL-46	HEENA	VIJAY KUMAR
13	2312016	2023176228	23-JL-67	TANIYA	MUKESH
14	2312017	2023176224		SIMARJEET KAUR	ROUNKI RAM
15	2312018	2023176217	23-JL-150	NANCY	VIRENDER KUMAR
16	2312019	2023176233	23-JL-49	AASHITA	GULAB SINGH
17	2312020	2023176218	23-JL-68	NARDEEP KAUR	RAM SINGH
18	2312021	2023176219	23-JL-151	NAVDEEP	RAMPHAL
19	2312022	2023176231	23-JL-160	VANDANA	SUBHASH KUMAR
20	2312023	2023176207	23-JL-50	CHHAVI TANWAR	SUBHASH KUMAR
21	2312024	2023176230		URVASHI	SUDESH
22	2312025	2023176214	23-JL-69	MANSI SHARMA	RAKESH SHARMA
23	2312026	2023176232		YASHIKA RANI	KULWANT SINGH
24	2312027	2023176202	23-JL-51	AKANKSHA	PAWAN SHARMA
25	2312028	2023176206	23-JL-152	BHA WNA	SUSHIL KUMAR
26	2312030	2023176226	23-JL-155	SONIA DEVI	MAHARAJ SINGH
27	2312031	2023176220	23-JL-156	NEERAJ RANI	MAHARAJ SINGH
28	2312032	2023176222	23-JL-153	PAYAL	BALJEET
29	2312033	2023176227	23-JL-70	SUJATA	DILBAG SINGH
30	2312034	2023176201	23-jl-52	ARZOO SHARMA	RAM KUMAR
31	2312035	2023176204	23-JL-71	BHARTI	PREMCHAND
32	2312036	2023176205	23-JL-53	BHAVYA	RAJESH KUMAR
33	2312038	2023176210		KANIKA	SANDEEP

Principal  
SNRL Jairam Girls College  
Lohar Majra, Kurukshetra



For Class B.Com. Ist. Year

Session 2023 - 24



Project Report in  
Computerised  
Accounting System  
with  
**TallyPrime**

Under the guidance of:

Mr/Mrs/ Dr. Rajneesh

Submitted by

Mahak

Roll No. 2023176213



Name of the institution / College

SNRL Talwar Girls College,  
Lohari Majra, KKR

# Certificate

This is to certify that project entitled  
is submitted by

Ms./Mr. Mahak.....

(<sup>Roll no.</sup> Enrollment number 2023176213.....)

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 :

Kanukshetrag

Date :

27/4/24

Name and Signature of the Guide/Mentor/Teacher

Rajesh  
27/4/24



# 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. Dr. Rajneesh Dandhar for 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 :**

*GNRL Jainam College, Kurukshetra*

**Date :**

*27 April 2024*

**Name and Signature of the Guide**

*Dr. Rajneesh*

*Rajneesh  
27/4/2024*

Project No.	Name of the Project	Dated	Page No.	Teachers Sign
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7.	Creating a Purchase Invoice in Tally		17-18	
8.	To create Sales Invoice		19-	
9.	To prepare Debit Note		20-	
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11.	Create a ledger in Tally Prime		21-	
12.	To create a Travelling Expenses Ledger		22-	
13.	To create an Income Ledger		23	
14.	How to Prepare Trial Balance		24	
15.	To create a Contra Voucher in Tally		25	
16.	To create a Payment Voucher		26	
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18.	To Prepare a Journal Entry.		28	
19.	To create Inventory feature.		29-30	
20.	To Enable Payroll and Statutory features.		31	
21.	To create Deduction pay Heads		-	
22.	To create Balance sheet		32	
23.	To Activate GST in Tally Prime		33.	
24.	To Apply GST Rate and HSN		34	
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## Practical 1 :- How to Start Tally Prime?

- Tally Prime is an accounting software widely used by businesses for managing financial transactions generating reports.

### Method 1 :- Desktop Icon

Step 1. Locate the Tally Prime icon on your desktop.

Step 2. Double-click on the icon to launch Tally Prime.

Step 3. Once Tally Prime opens, you can start working on your accounting tasks.

### Method 2 :- Start Menu

Step 1. Click on the 'Start' button window button on your computer's taskbar.

Step 2. Type "Tally Prime" in search bar.

Step 3. Select Tally Prime application from search result.

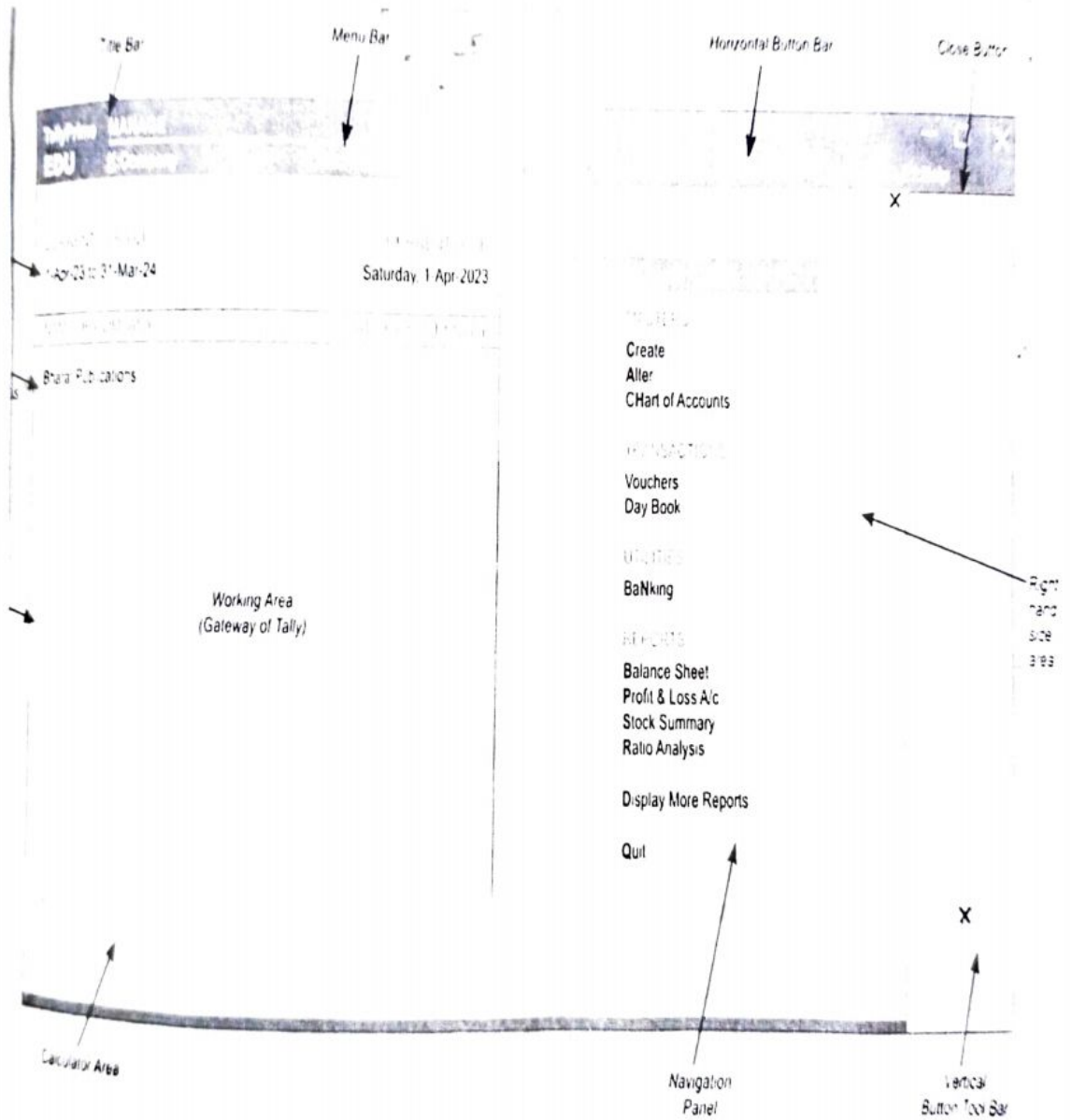
Step 4. Tally Prime will now launch, allowing you to begin using the software.

### Method 3 :- Quick Launch Shortcut

Step 1. If you have Tally Prime pinned to your taskbar simply click on Tally Prime icon to start.

Step 2. Alternatively, you can press the Windows key + the corresponding number key on your keyboard.





#### Method 4 :- Run Command

Step 1. Press the window key + R on your keyboard to open Run dialog box.

Step 2. Type "tallyprime.exe" in the text field.

Step 3. Press Enter or click on the OK button.

Step 4. Tally Prime will now open, allowing you to begin your accounting tasks.

#### \* Screen Components of Tally Prime :-

- Tally Prime, the latest version of Tally Prime software comes with a user-friendly interface and various components that facilitate efficient accounting and financial management. Understanding the screen components is essential for effectively navigating through the software and utilizing its features.

1. **Title Bar :-** The title bar is located at the top of the Tally Prime window and displays the name of the currently active company or report. It also provides options that allow to minimize or close the window.
2. **Menu Bar :-** Below the title bar is the menu bar which contains different menus such as Company, Data.



## Practical 29 :- To validate and file TDS Return in Tally Prime.

\* The File Validation Utility files are required to verify if we the e-TDS return files generated by deductors conform to the prescribed format. These FUV files are available in the National Securities Depository Limited.

### Part I - validate e-TDS Forms

Step 1 :- Run the file validation utility tool.

Step 2 :- Enter the name of the input file with the path in the field TDS / TCS Input File Name with Path.

Step 3 :- Enter the challan input file downloaded from NSDI website in the field Challan Input File Name with Path.

### Part II - file TDS Returns

Step 1 :- Run the file validation utility tool.

Step 2 :- Based on the returns being filed you can browse and select 26Q or 27Q return text file exported from Tally Prime in the field