Gyanmanjari Innovative University

Syllabus
Gyanmanjari Institute of Commerce
Semester-I (B.Com)

Subject: Computerized Accounting with GST - I (BCO2FA11301)

Type of Course: Major (Core)

Prerequisite: Students must have a basic understanding of accounting principles studied at the Higher Secondary level and an interest in computer applications for digital accounting.

Rationale: This course provides students with a strong foundation in accounting and taxation while developing practical skills in computerized accounting. It emphasizes the application of accounting principles in real business scenarios, enabling students to maintain financial records, comply with GST requirements, and prepare financial reports. The course enhances digital accounting proficiency and improves students' employability and industry readiness.

Teaching and Examination Scheme:

Teaching Scheme			Credits	Examination Marks		Total Marks
CI	T	P	C	SEE	CCE	
4	0	0	4	100	100	200

Legends: CI-Class Room Instructions; T – Tutorial; P - Practical; C – Credit; ESE - Semester End Evaluation; LWA - Lab Work Assessment; V – Viva voce; CCE-Continuous and Comprehensive Evaluation; ALA- Active Learning Activities.

Course Content:

Sr. No	Course Content	Hrs.	% Weightage
1	**Theory Topics** • Computerised Accounting vs. Manual Accounting: Concept, Nature, Objectives • Introduction to Tally Prime: Installation and Interface (Gateway of Tally) • Company Creation and Company Alteration • Ledger Creation: Concept and Practice • Data Security: Backup, Restore, Tally Vault and Split Company Data **Practical 1: Company Creation and Alteration in Tally Prime**	05 T 07 P	20

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Students will install Tally Prime, navigate the Gateway of Tally, create a new company with complete statutory details, and practise altering company information to understand the digital enterprise setup process.

Practical 2: Gateway Navigation and Function Keys

Students will practise navigating the Gateway of Tally using keyboard shortcuts and function keys (F1–F12), check their numerical ability, and demonstrate understanding of each Gateway menu option and its purpose.

Practical 3: Ledger Creation and Classification

Students will create multiple ledgers under appropriate accounting groups (e.g., Sundry Debtors, Bank Accounts, Direct Expenses), assign opening balances, and verify correct grouping by reviewing the Chart of Accounts.

Practical 4: Data Security – Backup, Restore and Tally Vault

Students will perform a full backup of company data, change the Tally Vault password to secure the data file, restore the backup to a fresh location, and practice Split Company Data to understand all security controls available in Tally Prime.

Sr. No	Evaluation Methods	SEE	CCE
1	**ALA 1: Tally Installation & Data Security Report** Students will install Tally-Prime, demonstrate Backup, Restore, Split Company Data, Security Control and Tally Vault, prepare a step-wise practical report with screenshots, and upload the PDF on the GMIU Web Portal.		10
2	**ALA 2: Company Creation & Ledger Report** Students will create a new company in Tally-Prime, prepare at least 15 ledgers under appropriate groups, take screenshots of the Gateway of Tally and Ledger Masters, prepare a PDF report, and upload it on the GMIU Web Portal.		10
3	**Company Setup & Ledger Creation**	10	

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<tr><td></td><td>Students will be asked to create a company, configure financial year, create ledgers under appropriate groups, perform backup & restore operations, and explain the functions of major Gateway of Tally function keys.</td><td></td><td></td></tr>
<tr><td>4</td><td>Problem Solving Exercise
Students will be given practical accounting problems related to company creation, ledger classification, and data security. They will identify the errors, suggest appropriate solutions, and justify their approach using Tally-Prime.</td><td>10</td><td></td></tr>
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<td>2</td>
<td>Theory Topics
• Function Keys of Voucher Entry: F2 to F9
• Contra Entry (F4): Concept, Types of Cheques and Utility
• Payment (F5) and Receipt (F6) Vouchers: Cash and Credit Invoices
• Journal Voucher (F7) and Daybook Fundamentals
• Inventory Stock Entry: Stock Groups, Godown/Location Management
• Purchase (F8) and Sales (F9) Vouchers: Item Invoice vs. Accounting Invoice

Practical 1: Contra, Payment and Receipt Voucher Entries
Students will create multiple bank ledgers, pass contra entries for cash-bank transfers using dummy cheque vouchers, and record payment and receipt vouchers with dummy invoices, verifying cash and bank balances after each entry using the Daybook.
Practical 2: Journal Voucher Entry and Daybook Verification
Students will understand the purpose of the Journal Voucher (F7), pass adjustment entries for incorrectly recorded transactions, and use the Daybook to verify the chronological flow of all voucher entries passed in the system.
Practical 3: Inventory Stock Master Creation
Students will enable inventory features in F11, create stock groups and stock items with opening quantities and rates, manage godown/location settings, and verify the Stock Summary report to confirm correct stock master setup.
Practical 4: Purchase and Sales Invoice Entry</td>
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Students will pass purchase entries in Item Invoice mode using dummy supplier bills, create Sundry Debtor ledgers, generate sales invoices using dummy corporate client bills, and verify Accounts Payable/Receivable outstanding reports along with the Stock Summary.

Sr. No	Evaluation Methods	SEE	CCE
1	**ALA 3: Voucher Entry and Cash–Bank Reconciliation Report** Students will create a company in TallyPrime, record Contra, Payment and Receipt Vouchers using dummy business transactions, verify Cash Book and Bank Book balances, prepare a PDF report with screenshots, and upload it on the GMIU Web Portal.		10
2	**ALA 4: Purchase, Sales and Inventory Management Report** Students will create Stock Groups, Stock Items and Godowns, record Purchase and Sales Vouchers using Item Invoice Mode, verify Stock Summary and Outstanding Reports, prepare a PDF report with screenshots, and upload it on the GMIU Web Portal.		10
3	**Voucher Entry and Inventory Management** Students will be given a business case to create appropriate ledgers, record Contra, Payment, Receipt, Journal, Purchase and Sales Vouchers, maintain inventory records, and generate Day Book, Stock Summary and Outstanding Reports in Tally-Prime.	10	
4	**Presentation** Students will prepare and deliver a 7–10 minute presentation on any one topic from Unit 2. The presentation should explain the theoretical concept, demonstrate the practical workflow in TallyPrime using screenshots or live demonstrations, and conclude with the business significance of the selected feature.	10	
	Total	**20**	**20**

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Theory Topics

GST Fundamentals: Dual GST Logic, HSN Codes and Tax Slabs
Intra-State Invoicing: CGST and SGST
Inter-State Transactions: IGST and Statutory Return Filing (GSTR-1)
Cash Flow and Fund Flow Analysis
Interest Calculation on Outstanding Balances
Multi-Currency Bookkeeping: Import/Export Basics
Digital Bank Reconciliation (BRS): Manual Matching and Auto-Import

Practical:
Practical 1: GST-Compliant Local and Inter-State Invoicing
Students will enable GST in F11, create CGST, SGST and IGST ledgers along with local and out-of-state party masters, pass both intra-state and inter-state tax invoices using dummy bills, and check for tax mismatch errors using the Alt+A digital audit tool.
Practical 2: Cash Flow Analysis and Interest Calculation
Students will navigate to the Cash/Fund Flow menus, generate visual bar charts of monthly cash movements, export structured cash statement sheets, enable interest calculation parameters in F11, assign rates to ledger masters, and record overdue transaction datasets to monitor automated interest charges.
Practical 3: Multi-Currency Bookkeeping
Students will create foreign currency symbols and set Forex buying/selling rates, pass export sales invoices with dollar exchange parameters using dummy international client sheets, and calculate exchange gain/loss as the tutor updates rates mid-session.
Practical 4: Bank Reconciliation – Manual and Auto-Import
Students will configure a bank ledger with instrument ranges, manually match Tally entries against a mock bank statement, import a raw mock bank .xlsx file for auto-reconciliation, and identify transactions present in the bank file but missing in Tally, posting them on the fly.
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	1	**ALA 5: GST-Compliant Invoice and Tax Report** Students will enable GST in TallyPrime, create CGST, SGST and IGST ledgers, record local and inter-state purchase and sales transactions using dummy invoices, generate GST reports, identify tax mismatch errors (if any), prepare a PDF report with screenshots, and upload it on the GMIU Web Portal.		10		
	2	**ALA 6: Bank Reconciliation and Outstanding Analysis Report** Students will perform manual and auto-import Bank Reconciliation (BRS) using a mock bank statement, calculate interest on outstanding balances, analyze unreconciled transactions, prepare a PDF report with screenshots, and upload it on the GMIU Web Portal.		10		
	3	**GST, BRS and Multi-Currency Accounting** Students will be provided with a business case to record GST-enabled transactions, reconcile bank accounts, calculate interest on outstanding balances, create a multi-currency transaction, and generate GST, Bank Reconciliation and Outstanding Reports in Tally-Prime.	10			
	4	**Cash Flow Statement Preparation and Analysis** Students will be provided with the financial statements of a business for two consecutive years. They will prepare a Cash Flow Statement using TallyPrime reports, classify cash flows into Operating, Investing, and Financing Activities, analyze the movement of cash, and justify their findings with appropriate accounting reports.	10			
		Total	**20**	**20**		
4	**Theory Topics**				05 T 07 P	20

- Discount Management: Trade Discount vs. Cash Discount in Sales and Purchases
- Error Identification and Entry Rectification Workflows
- Purchase Order Processing and Tracking Management
- Sales Order Processing and Client Contract Delivery

Practical:

Practical 1: Discount Configuration in Sales and Purchase Invoices

Students will enable item-wise and compound discount features through Invoice Configuration (F11 > Inventory columns), pass sales and purchase invoices with percentage discounts applied, and run an income-statement verify to review total discount costs incurred.

Practical 2: Error Identification and Entry Rectification

Students will open a pre-loaded error-prone corporate company data file, pass rectification journal entries using the Journal Voucher (F7) to re-route incorrectly mapped expense and asset invoices to correct target accounts, and compare the original Trial Balance against the corrected layout.

Practical 3: Purchase Order Processing and Tracking

Students will enable Order Processing features in the Advanced Inventory Menu (F11), draft Purchase Orders (Ctrl+F9) with delivery target tracking codes for multiple vendors, and review the Purchase Order Outstanding status report dashboard.

Practical 4: Sales Order Processing and Delivery Management

Students will enable sales order tracking vouchers, generate Sales Orders (Ctrl+F3) with item lines for inbound client contracts, input dynamic customer orders using simulated item sets, and review the Sales Order Summary report to identify unfulfilled orders.

Sr. No	Evaluation Methods	SEE	CCE
1	**ALA 7: Discount Management and Rectification Report** Students will configure Trade Discount and Cash Discount features in TallyPrime, record purchase and sales transactions with applicable discounts, identify accounting errors, pass		10

		rectification journal entries, prepare a PDF report with screenshots, and upload it on the GMIU Web Portal.				
	2	**Assignment: Creative Expression Activity – Food Fiesta Business Budget** Students will prepare a business budget for a fireless food stall by estimating the cost of raw materials, pricing, expected sales, profit, and break-even point. They will submit a brief budget report and present their business idea during the Food Fiesta Creative Expression Activity.		10		
	3	**Discount, Order Processing and Rectification** Students will be provided with a business case to configure discount features, process Purchase and Sales Orders, identify and rectify accounting errors using Journal Vouchers, and generate Outstanding Order Reports and Order Summary Reports in Tally-Prime.	10			
	4	**Business Process Presentation** Students will demonstrate the complete business workflow in Tally-Prime by processing purchase and sales orders, applying discounts, identifying and rectifying accounting errors, and presenting the generated reports with appropriate business justifications.	10			
		Total	**20**	**20**		
5		**Theory Topics** • Inventory Alterations: Debit Notes for Purchase Returns • Customer Return Management: Credit Notes for Sales Returns • Cost Centres: Concept and Departmental Expense Tracking • Cost Categories: Parallel Tracking and Multi-Project Cost Mapping • Final Accounts: Trial Balance, Profit & Loss Account and Balance Sheet • Ratio Analysis Dashboard for Business Intelligence **Practical:**			04 T 08 P	20

Practical 1: Debit Note and Credit Note Entries

Students will activate Debit/Credit Note vouchers (Alt+F5 / Alt+F6) in the company configuration; process purchase return entries linked to original purchase bill numbers, enter customer product return adjustments, and verify that both the Stock Summary and debtor sub-ledger balances update correctly after each return.

Practical 2: Cost Centre Setup and Departmental Expense Allocation

Students will enable Cost Centre sub-features via F11, create department categories (Admin, Sales, HR), post corporate utility bills (phone, rent) split across company departments using Tally's interactive prompt window, and analyse the Cost Centre Breakdown Summary dashboard.

Practical 3: Cost Categories and Multi-Project Cost Mapping

Students will create separate parallel tracking layers for corporate branch operations using Cost Categories, allocate project costs across employees and corporate project sites simultaneously, build a multi-tier infrastructure cost map for a dummy business expansion, and extract combined itemized Cost Category spreadsheets for management review.

Practical 4: Final Accounts Extraction and Ratio Analysis

Students will navigate to the Reporting Gateway, extract and customize the Trial Balance, Profit & Loss Account and Balance Sheet with columnar comparisons across monthly timelines, use the Ratio Analysis dashboard to interpret liquidity and turnover ratios, and compile ratio calculation summary sheets from live screen metrics.

Sr. No	Evaluation Methods	SEE	CCE
1	**Assignment: Debit Note, Credit Note and Cost Centre Allocation Report** Students will process Purchase Returns (Debit Notes) and Sales Returns (Credit Notes) in TallyPrime, create departmental Cost Centres, allocate common business expenses across departments, prepare a PDF report with screenshots, and upload it on the GMIU Web Portal.		10

2	**Assignment: Financial Statements and Ratio Analysis Report** Students will generate the Trial Balance, Profit & Loss Account and Balance Sheet, customize financial reports for comparative periods, analyse key financial ratios using the Ratio Analysis Dashboard, prepare a business interpretation report with screenshots, and upload it on the GMIU Web Portal.		10
3	**Financial Reporting and Business Analysis** Students will be provided with a business case to record Debit Notes and Credit Notes, allocate expenses through Cost Centres and Cost Categories, generate Final Accounts, and interpret key financial ratios using TallyPrime reports.	10	
4	**Viva Voce** Students will answer practical questions related to Purchase Returns, Sales Returns, Cost Centres, Cost Categories, Final Accounts, Ratio Analysis, and the interpretation of financial reports for managerial decision-making.	10	
	Total	**20**	**20**

Suggested Specification Table:

Distribution of Marks **(Revised Bloom's Taxonomy – Distribution of Marks)**						
Level	**Remembrance (R)**	**Understanding (U)**	**Application (A)**	**Analyze (N)**	**Evaluate (E)**	**Create (C)**
Weightage %	10%	20%	10%	30%	20%	10%

Note: This specification table shall be treated as a general guideline for students and teachers. The actual distribution of marks in the question paper may vary slightly from above table.

Course Outcome:

After learning the course, the students should be able to:

CO1	Create and maintain company masters, ledgers, inventory records, and accounting vouchers using TallyPrime.
CO2	Apply digital accounting principles to record business transactions, and manage inventory.
CO3	Analyze business transactions by performing bank reconciliation, multi-currency accounting, cash flow analysis, and GST reporting using TallyPrime.
CO4	Evaluate business operations through order processing, discount management, error rectification, and cost centre allocation for effective financial decision-making.
CO5	Generate and interpret financial statements, ratio analysis reports, and business insights using TallyPrime for managerial and statutory reporting.

Instructional Method:

The course delivery method will depend upon the requirement of content and need of students.

A minimum of 20–30% of the course content shall be suggested to deliver through Flipped Learning, where students study digital learning resources before the classroom session. Classroom time shall be utilized for discussion, problem-solving, practical applications, and higher-order learning activities.

Students shall be encouraged to use AI-powered learning platforms, simulation software, virtual laboratories, digital libraries, research databases, online certification courses, NPTEL, SWAYAM, MOOCs, and other technology-enabled learning resources to strengthen conceptual understanding and practical competence.

Continuous assessment shall be conducted through Active Learning Assignments (ALAs), quizzes, skill demonstrations, presentations, practical exercises, projects, case studies, innovation activities, peer assessment, reflective learning, and industry-oriented tasks instead of relying primarily on conventional written assignments.

Reference Books:

[1] Bimlendu Shekhar. (2021). *Learn TallyPrime with practical examples*. Bimlendu Shekhar.

[2] Kalpit Chaddha. (2023). *Tally Prime Fundamentals: Building a Strong Foundation*. Kalpit Chaddha.

[3] Sangwan, R. (2021). *Mastering in Tally Prime* (1st ed.). Ascent Prime Publications. (Original work published 2021)

[4] SINGH, S. (2015). *Tally ERP 9 (Power of Simplicity)*. V&S Publishers.

[5] Tally Essentials. (2024, June 19). *TallyPrime Essential books latest release*. Sahaj Enterprises.

SEE 1:

Suggested Guidelines:

SEE	Part	Criteria	Marks	Description
1	A	**Company Setup & Ledger Creation**	10	Creates a company in TallyPrime with complete statutory details. Prepares at least 15 ledgers correctly classified under appropriate groups with accurate opening balances. Demonstrates correct use of Gateway function keys and performs Backup and Restore operations successfully. All entries are error-free.
1	B	**Problem Solving Exercise**	10	Correctly identifies errors in company creation, ledger classification, and data security scenarios. Suggests accurate solutions using TallyPrime features such as ledger alteration, group reassignment, and Tally Vault configuration. Explanations are logical, precise, and demonstrate clear understanding of digital accounting fundamentals.
2	A	**Voucher Entry and Inventory Management**	10	Accurately records all voucher types — Contra (F4), Payment (F5), Receipt (F6), Journal (F7), Purchase (F8), and Sales (F9) — using dummy business transactions. Creates Stock Groups, Stock Items, and Godowns correctly and records Purchase and Sales vouchers in Item Invoice mode. Day Book, Stock Summary, and Outstanding Reports show accurate balances with no errors.
2	B	**Presentation**	10	Prepares and delivers a 7–10 minute presentation on any one topic from Unit 2. Clearly explains the theoretical concept and demonstrates the practical workflow in TallyPrime using screenshots or live demonstration. Concludes with the business significance of the selected feature. Presentation is well-structured, accurate, and delivered confidently.

3	A	**GST, BRS and Multi-Currency Accounting**	10	Enables GST and creates CGST, SGST, and IGST ledgers accurately. Records intra-state and inter-state GST transactions and resolves tax mismatch errors using Alt+A. Performs manual and auto-import Bank Reconciliation, calculates interest on outstanding balances, and creates a multi-currency transaction with correct Forex rates.
3	B	**Cash Flow Statement Preparation & Analysis**	10	Correctly prepares a Cash Flow Statement using TallyPrime reports from financial statements of two consecutive years. Accurately classifies cash flows into Operating, Investing, and Financing Activities with no errors. Analyzes the statement meaningfully and presents findings in a professionally formatted PDF report.
4	A	**Discount, Order. Processing and Rectification**	10	Correctly configures Trade Discount and Cash Discount in TallyPrime through Invoice Configuration (F11). Processes Purchase Orders and Sales Orders with accurate item details and delivery tracking. Identifies accounting errors and passes correct rectification Journal Vouchers. Generates Outstanding Order Reports and Order Summary Reports accurately.
4	B	**Business Process Presentation**	10	Demonstrates the complete business workflow in TallyPrime: processing orders, applying discounts, rectifying accounting errors, and generating relevant reports. Presents all reports with clear business justifications, professional formatting, and confident verbal explanation of each step and its financial impact..
5	A	**Financial Reporting and Business Analysis**	10	Records Debit Notes and Credit Notes accurately, linked to original invoices, and verifies updates in Stock Summary and sub-ledgers. Creates Cost Centres and Cost Categories and allocates expenses correctly across departments. Generates Final Accounts and interprets

				key financial ratios using the Ratio Analysis Dashboard accurately.
5	**B**	**Viva Voce**	10	Answers all viva questions accurately on Debit/Credit Notes, Cost Centres, Cost Categories, Final Accounts, and Ratio Analysis. Correctly explains each financial statement component and interprets liquidity, profitability, and turnover ratios for managerial decision-making. Responses are precise and demonstrate strong practical understanding of TallyPrime reporting.