M.Com. (Advanced Accountancy) – Semester I

Advanced Trends in Accounting - I

Total Credits: 2 Credits

MODULE I (2 CREDITS)

Unit 1: User Interface and Company Management

• Introduction to Tally Software: Tally ERP9, Account Types, Accounting Rules, Accounting Principles, Double Entry System.

• Gateway of Tally and User Interface: How to functionalise Tally ERP 9 and Concepts related to F11: Features, F12: Configurations and Setting up Accounts Heads; Creating, Altering and Deleting a Company; Security Control.

Unit 2: Masters- Ledgers

• Understanding Default Vouchers: Accounting Vouchers, Classification of Vouchers and Supporting Documents.

• Purchase Order Processing: Meaning, Procedure, Recording of Purchase Order and Purchase Invoice; Sales Order Processing: Meaning, Procedure, Recording of Sales Order and Sales Invoice.

• Debit Note and Credit Note: Meaning, Accounting and Purpose; Bank Reconciliation Statement: Cash Book, Bank Book, Accounting and Purpose.