

RAMAKRISHNA MISSION VIVEKANANDA COLLEGE EVENING COLLEGE (AUTONOMOUS)
DEPARTMENT OF BANK MANAGEMENT
CURRICULUM FOR B. COM. (B. M.) DEGREE COURSE - 2019 ONWARDS

SEMESTER - V

| Title of the Subject | Subject Code | Credits |
|-------------------------|--------------|---------|
| Computerized Accounting | 19UBMAE02 | 5 |

Unit I

Basic Principles & Concepts of Accounts - Accounting groups and their nature - Maintenance of books of accounts - Introduction to Tally ERP.9 - Overview of modules in Tally.ERP. Installing and Activation Tally ERP.9 - Configurations - Security control - Backup and restore - Migration of Tally data.

Unit II

Company Creation - Master Creation - Voucher Posting - Report Generation - Debit /Credit note transactions - Bill wise accounting for trading and Non Trading accounts - Advances - Interest Calculation - Bank Reconciliation Statements.

Unit III

Introduction to Inventory Management - Units of measure, Stock groups, Stock items creation and voucher posing -Stock Category -Godown Creation - Stock Transfer - Purchase order and Sales order Processing - Actual and billed quantity - Multiple prices for single item -Discount -Batch wise accounting - Bills,of Material (BOM)- Report Generation.

Unit IV

Introduction to Taxation - Classifications of Taxes - Overview of VAT and CST, Service tax, Excise duty, Tax Deducted at Source - Registration Procedure - Computation - Voucher posting - Generation of Forms - E-Filing of returns.

Unit V

Payroll accounting and compliance - Creating Payroll masters -Processing Payroll -Accounting for Employee's State Insurance (ESI) and Provident Funds (PF) contribution - Generating pay slip and payroll reports - Short cut keys Export, Import and splitting of Tally data - other technical aspects.

Reference Books:

- a) Tally - S.Palanivel - Margham Publishers.

Question Pattern

| Question Pattern | Total | To answer | Marks | Total marks |
|------------------|-------|-----------|-------|-------------|
| Section A | 7 | 5 | 5 | 25 |
| Section B | 7 | 5 | 10 | 50 |