**Schedule of Tentative Lesson Plan for Even Semester 2022**

Name of the Faculty : **Suresh Kumar**

Class & Section : B**.Com 2nd, Section A & B**

Subject: **Computerized Accounting System**

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| **Month**  | **Topic/s to be Covered** |
| **12 April 2022** | Introduction of Computerised Accounting System, Features of Computerised Accounting System, Difference between Manual Accounting System and Computerised Accounting System.  |
|  | Introduction of Tally ERP 9, Features of Tally ERP 9, Advantages of Tally ERP 9, Installation and Licensing configuration of Tally ERP 9. Setting up of Company in Tally. |
|  | Tally Vault Password, Security Controls in Tally, Splitting Company Data. |
| **May-2022** | Back up and Restore, Accounting: Voucher entry, Budget. |
|  | Cost Centres, Balance Sheet, profit and Loss Account.  |
|  | Interest calculation in tally; Inventory: Stock items, Order Processing. |
|  |  Sales order, Purchase order, Delivery note, Receipt note.  |
| **June-2022** | Rejection in Rejection out, Debit note , Credit note, Currency. |
|  | Sales Returns, Purchaser Returns, Computerized Tax Liability Calculation.  |
|  | Payroll: Salary accounting, Introduction to payroll, Payroll masters, Payroll vouchers. |
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| **Up to 17 July- 2022** | Overtime payment, Gratuity, Advanced Payroll Transactions. |
|  | Salary, Bonus, Gratuity Loan ESI. |
|  |  Provident Fund, Pension, Commission. |

**Schedule of Tentative Lesson Plan for Even Semester 2022**

Name of the Faculty : **Suresh Kumar**

Class & Section **:** B.Com 2nd, Section A & B (Group I to group 5)

Subject: **Computerized Accounting System (Practical)**

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| **Month**  | **Topic/s to be Covered** |
| **12 April 2022** | Downloading and Installation of Tally ERP 9. Licensing configuration of Tally ERP 9. |
|  | Setting up of Company in Tally, Setting Company Features. |
|  | Tally Vault Password, Security Controls in Tally, Splitting Company Data. |
| **May-2022** | Back up and Restore, Accounting: Creation of Groups and Ledgers, Voucher entry,  |
|  | Creation of Budget, Creation of Cost Centres, Display Various reports.  |
|  | Balance Sheet, profit and Loss Account, Interest calculation in tally; Inventory: Creation of Stock items, Stock Groups, Godowns, Order Processing. |
|  |  Sales order, Purchase order, Delivery note, Receipt note.  |
| **June-2022** | Rejection in Rejection out, Debit note , Credit note, Currency. |
|  | Sales Returns, Purchaser Returns, Computerized Tax Liability Calculation.  |
|  | Payroll: Salary accounting, Introduction to payroll, Creation of Payroll masters, Payroll vouchers. |
|  |  |
| **Up to 17 July- 2022** | Overtime payment, Gratuity, Advanced Payroll Transactions. |
|  | Salary vouchers, Bonus, Gratuity Loan ESI. |
|  |  Preparation of Practical file  |