

AS PER AP-CBCS SYLLABUS 2023-2024

B.Com (MAJOR/MINOR)

3RD YEAR – SEMESTER - V

SOFTWARE SOLUTIONS TO ACCOUNTING

(Common to All Universities in AP)

UNIT I: COMPUTERIZED ACCOUNTING

Microsoft Excel Spread Sheet- Functions in Excel- Preparation of Accounts, Statements and Budgets using MS Excel- Analysis and Interpretation.

UNIT – II: INTRODUCTION TO LEADING ACCOUNTING SOFTWARE

- Busy - Marg - Quick Books - Zoho Books -Tally- Features and Accounting.

UNIT-III: TALLY ERP-9

Company Creation -Tally Startup Screen- Gateway of Tally- Create a Company - Alter & Delete company- Backup and Restore- Security Features in Tally.

UNIT-IV: TALLY- ACCOUNTING MASTERS

Groups- Create Ledgers- Alter& Delete - Inventory Masters- Creating Stock Groups - Stock Items- Unit of Measurement- Alter & Delete.

UNIT-V: TALLY-VOUCHER ENTRY

-Vouchers Types - Vouchers Entry - Alter and deleting
Settings Purchase Vouchers and Sales Vouchers including
Tax component -Reports Generation.



IMPORTANT QUESTIONS

LEVEL – 1

UNIT-I: COMPUTERIZED ACCOUNTING

- ❖ Define computerized accounting. Explain the advantages of using Microsoft Excel for computerized accounting systems.1
- ❖ Discuss the key spreadsheet functions in MS Excel used in accounting. Provide examples of financial calculations using these functions.3
- ❖ Describe the step-by-step process of preparing final accounts using Microsoft Excel.5
- ❖ Explain how to prepare income statements and balance sheets using Excel spreadsheets. Illustrate with a sample format.7
- ❖ Evaluate the process of preparing monthly or annual budgets using MS Excel. How can Excel functions aid in budget forecasting?10
- ❖ Analyze how Excel can be used for financial data analysis. Include the use of charts, pivot tables, and conditional formatting.12
- ❖ Discuss the interpretation of financial statements prepared in Excel. How can Excel tools help identify business trends?14

- ❖ Examine the role of formulas and functions like SUM, AVERAGE, IF, VLOOKUP, and COUNTIF in preparing and analyzing accounts in Excel.16

UNIT-II: INTRODUCTION TO LEADING ACCOUNTING SOFTWARE

- ❖ Define accounting software and explain its significance in modern business accounting practices.29
- ❖ Explain the core functions and advantages of using Busy accounting software for inventory and financial management.33
- ❖ Evaluate the features of QuickBooks as an online accounting solution for small and medium enterprises.37
- ❖ Discuss how Zoho Books supports end-to-end financial management, including invoicing, payments, and bank reconciliation.39
- ❖ Compare the features of Tally, Busy, and Marg software. How do they differ in usability, accounting functions, and reporting?41
- ❖ Analyze the benefits of using cloud-based accounting software like QuickBooks and Zoho Books over traditional desktop software.42
- ❖ Explain how GST compliance and reporting are handled by various accounting software such as Tally, Busy, and Zoho Books.45

- ❖ Discuss the criteria businesses should consider while selecting suitable accounting software from Tally, Busy, Marg, QuickBooks, and Zoho Books.46

UNIT-III: Tally ERP-9

- ❖ Define Tally ERP-9 and explain its significance in computerized accounting and business management.59
- ❖ Describe the step-by-step process of creating a new company in Tally ERP-9. What details are required during company creation?61
- ❖ Discuss the features and options available on the Tally Startup Screen. How does it guide the user to proceed?63
- ❖ Explain the structure and components of the Gateway of Tally. How does it serve as the control center for all operations?65
- ❖ Discuss the importance and method of taking data backups in Tally ERP-9. How is the restore function used during data recovery?69
- ❖ Examine the security features in Tally ERP-9. How do user roles, passwords, and audit features protect financial data?71
- ❖ Evaluate the role of user access control in managing multi-user environments in Tally ERP-9.73
- ❖ Explain how regular backup and restore practices contribute to data integrity and continuity in business operations using Tally.74

UNIT-IV: TALLY - ACCOUNTING MASTERS

- ❖ Define Accounting Masters in Tally. Explain the role of groups and ledgers in accounting management.84
- ❖ Discuss the process of creating, altering, and deleting Accounting Groups in Tally. How do primary and sub-groups function?86
- ❖ Explain the step-by-step procedure for creating ledger accounts in Tally. What are the essential fields to be filled?88
- ❖ Describe the process of altering and deleting a ledger in Tally ERP-9. What precautions should be taken?89
- ❖ Describe the process of creating, altering, and deleting Stock Groups in Tally. How do stock groups help in inventory classification?93
- ❖ Explain how to create and manage Stock Items in Tally. What are the important details to be entered?95
- ❖ Discuss the significance of Units of Measurement in inventory management. How are they created, altered, and deleted in Tally?97
- ❖ Evaluate how proper use of Accounting and Inventory Masters in Tally helps in smooth business operation and reporting.100

UNIT-V: TALLY-VOUCHER ENTRY

- ❖ Define vouchers in Tally ERP-9. Explain the importance of voucher entry in computerized accounting.109

- ❖ Discuss the different types of vouchers available in Tally, such as payment, receipt, journal, sales, purchase, and contra vouchers.111
- ❖ Describe the process of voucher entry in Tally. How are accounting transactions recorded using different voucher types?113
- ❖ Explain how to alter and delete vouchers in Tally. What settings must be enabled to allow these actions?115
- ❖ Discuss the procedure for entering a Purchase Voucher in Tally including tax components like GST.117
- ❖ Evaluate the impact of accurate voucher entry on financial reporting and analysis.123
- ❖ Discuss how to generate and interpret different reports in Tally based on voucher entries, such as Day Book, Ledger, and Sales Register.125
- ❖ Explain how Tally facilitates tax reporting and compliance through sales and purchase voucher entries with GST.127

LEVEL - 2

- ❖ Explain how Excel is used for comparative analysis and financial ratios. What functions and tools support such analysis?17
- ❖ Analyze the importance of using templates and automated features in Excel for efficiency in computerized accounting.20

- ❖ Discuss the main features and accounting capabilities of Tally software and its use in Indian businesses.31
- ❖ Describe the accounting features of Marg software and its role in managing billing and inventory operations.35
- ❖ Analyze the procedures involved in altering and deleting a company in Tally ERP-9. What precautions should be taken?67
- ❖ Discuss how the company creation, alteration, deletion, and security features contribute to efficient data management in Tally ERP-9.77
- ❖ Discuss the concept of Inventory Masters in Tally. How are they linked to accounting transactions?91
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- ❖ Explain the step-by-step method to record a Sales Voucher with tax components in Tally. How are GST rates applied?119
- ❖ Analyze the importance of enabling voucher configuration settings before voucher entry. How do these settings affect data recording?121



List of Questions

UNIT-I: COMPUTERIZED ACCOUNTING

LONG ANSWER QUESTIONS

1. Define computerized accounting. Explain the advantages of using Microsoft Excel for computerized accounting systems.1
2. Discuss the key spreadsheet functions in MS Excel used in accounting. Provide examples of financial calculations using these functions.3
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