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B.Com Honours

Semester VI

Calicut University

COMPUTERIZED ACCOUNTING WITH TALLY

Course Code: COM6EJ308 • Module 1 Notes

Module I: Computerized Accounting Fundamentals

Covers Tally interface, F11 Features, F12 Configurations, Company Creation, 28 Predefined Accounting Groups, Accounting Ledgers, Voucher Entry, and Inventory Management Masters.

Unit 1: Tally Masters, Groups, & Ledger Creation

Tally Architecture: Gateway of Tally (GOT). F11 Statutory/Accounting Features & F12 Configure. Predefined Groups: 28 Accounting Groups (15 Primary Groups like Capital, Sundry Debtors & 13 Sub-groups). Ledger creation under appropriate group.

Unit 2: Accounting Vouchers & Inventory Management

Accounting Vouchers:

- **Payment (F5):** Bank/Cash disbursements.
- **Receipt (F6):** Bank/Cash collections.
- **Contra (F4):** Cash-to-Bank / Bank-to-Bank transfers.
- **Journal (F7):** Non-cash adjustment entries.
- **Sales (F8) & Purchase (F9):** Credit/Cash sales & purchases.

Inventory Management: Stock Groups, Stock Categories, Stock Items, Units of Measure (UoM), & Godowns.

Practical Case Framework 1 (Tally Core Voucher Types & Shortcut Keys Matrix): Compare voucher type name, function key shortcut, accounting transaction type, and debit/credit ledger rules.

Tally Accounting Voucher Types Table:

Voucher Type Name	Function Key Shortcut	Transaction Type Covered
Contra Voucher	F4	Cash deposit into bank, withdrawal, or bank transfer
Payment Voucher	F5	Supplier payments, expense disbursements, cash outflow
Receipt Voucher	F6	Customer collections, income receipts, cash inflow
Journal Voucher	F7	Depreciation adjustment, bad debts, non-cash entries
Sales / Purchase	F8 / F9	Credit/Cash trading invoices & inventory inward/outward

Practical Case Framework 2 (Tally Inventory Management Master Hierarchy Matrix): Detail inventory master level, structural entity, operational example, and tracking function.

Tally Inventory Master Hierarchy Table:

Inventory Master Level	Tally Setup Designation	Operational Inventory Utility
Level 1: Stock Group	Electronics / Hardware	Groups similar product lines for inventory valuation
Level 2: Stock Category	Laptops / Mobiles	Enables cross-group categorization (Brand / Size)
Level 3: Stock Item	Dell Core i7 16GB	Primary unit for stock inward/outward & pricing
Level 4: Unit of Measure	Nos / Pcs / Kgs	Defines physical counting unit for stock items
Level 5: Godown Location	Main Branch / Warehouse A	Tracks physical stock location & inter-godown transfers

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