

## Part B

### Programme: Bachelor of Commerce (Accounting and Finance) (Semester IV)

Code of the course	Title of the course / Subject	Total no. of periods
BAF 45	<b>Computerized Accounting</b>	45

#### Course outcomes

Students will be able to –

1. Familiarized with basics of computerized Accounting
2. Understand utilization of Computerized Accounting Package for Businesses
3. Actual practice with Tally Software

Unit	Topics	No. of Periods
1.	Introduction to computerized accounting software 1.1 Meaning of Computerized accounting 1.2 Computerized accounting cycle 1.3 Differentiate accounting procedure between – Manual accounting v/s computerized accounting 1.4 Advantages and Limitation of Computerized accounting	9
2.	Introduction to Tally software 2.1 Opening screen of Tally 2.1.1 Gateway of tally 2.1.2 Button panel 2.1.3 Calculator 2.2 Business Company in Tally 2.2.1 Company creation 2.2.2 Company alteration 2.2.3 Company deletion 2.3 Tally Features 2.4 Tally Configuration	9
3.	Practically Accounting with Tally Accounting features- 3.1 Primary group/secondary group Creation, alteration, deletion 3.2 ledgers (single/multiple) Creation, alteration, deletion 3.3 Vouchers- Contra, Payment, Receipt, Sales, Purchase 3.4 Work with Currency Currency symbol, exchange rate of currency	9
4.	Practically Inventories with Tally Inventory features- 4.1 Cost category- create, alter, delete 4.2 Stock category/stock group/stock item-create, alter, delete 4.3 Units of Measures- Simple and compound 4.4 Godown – main location -create, alter, delete	9

5.	Advance features of Tally 5.1 Tally orders- a. Sales order b. Purchase order 5.2 Tally Reports- a. Trial balance b. Profit and loss a/c c. Balance sheet d. Ratio Analysis e. Stock summery 5.3 Indian Tax system a. TDS (Tax deduction at source) b. TCS (Tax collection at source) c. GST (Goods and Service Tax) 5.4 Case study- Based on Tally accounting and inventory features	9
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Books recommended:

1. Accounting with tally: k.k.Nadhini, BPB publication
2. Tally by S. B. Kishor (Dasgupta)
3. Accounting principles: Anthony R N. and J. S. Richard, Irvin Inc.

Code of course/subject	Title of the course/subject	Total no. of periods
B. Com	Computer application in business (Practical)	30

Note: Total no. of 1 to 20 practical

#### List of practical

1. Company creation
2. New group creation
3. List of ledgers creation at zero balance
4. Stock category creation
5. Stock group creation
6. Stock Item creation
7. Stock summery
8. Currency creation
9. Godown creation
10. Units of measures of measures creation
11. Accounting Voucher Entry
12. Inventory voucher entry
13. Generate reports
14. Reconciliation
15. Sales order processing
16. Purchase order processing
17. TDS computation
18. TCS computation
19. GST computation
20. Case study

Practical marks Distribution	
Record-	10 marks
Description	10 marks

Practical.	15 marks
Viva	5 marks
<b>Total</b>	<b>40 marks</b>