

**SARDAR PATEL UNIVERSITY**  
**Programme: B.Com. Semester: IV**  
**Syllabus with effect from: November-2019**

**Computer Application - VII (Discipline Specific Elective – Computer Application Group)**

**Paper Code:** UB04DCOM33

**Total Credit:** 3

**Title of Paper:** Computer Application - VII

Weightage of Marks: Theory (50%) + Practical (50%)

**Objectives:**

- i. Enhance the Skills Needed for Computerized Accounting System.
- ii. Expose the Students to Computer Application in Accounting Using Software Tally.
- iii. To develop the Skills of recoding financial transaction & Preparation of Report Using Computerized System.
- iv. To provide computer skills and knowledge for commerce students and to enhance the student understands of usefulness of information technology tools for business operations.

Unit	Description in Detail	Weightage (%)
I	<p><b>Features (F11) &amp; Configurations (F12) :</b></p> <ul style="list-style-type: none"> <li>• Company Features (F11) <ul style="list-style-type: none"> <li>• Accounting Features</li> <li>• Inventory Features</li> <li>• Statutory &amp; Taxation Features</li> </ul> </li> <li><b>Company Configuration (F12)</b> <ul style="list-style-type: none"> <li>• General</li> <li>• Numeric Symbols</li> <li>• Accts / Inventory info.</li> <li>• Voucher Entry</li> <li>• Invoice / Order Entry</li> <li>• Payroll Configuration</li> <li>• Printing</li> </ul> </li> </ul>	25%
II	<p><b>Accounts with Inventory:</b></p> <ul style="list-style-type: none"> <li>• Need &amp; Importance of Inventory Management</li> <li>• Stock item ,Stock Group, Categories</li> <li>• Unit Of Measure</li> <li>• Godown and Stock item</li> <li>• Transaction of Inventory of Business</li> <li>• Display and reporting of inventory Statement – Accounting and inventory reports in Tally.</li> <li>• Display ,Alter, Delete- Option for above</li> </ul>	25%



III	<b>Advance –Tally:</b> GST <ul style="list-style-type: none"> <li>• GST Fundamentals</li> <li>• GST Entry Using Tally</li> <li>• GST Reports</li> </ul> Tax Deducted at Source (TDS) <ul style="list-style-type: none"> <li>• TDS Fundamentals</li> <li>• TDS Entry Using Tally</li> <li>• TDS Reports</li> </ul>	25%
IV	<b>Advance Tally:</b> PAYROL <ul style="list-style-type: none"> <li>• PAYROL Fundamentals</li> <li>• PAYROL Entry Using Tally</li> <li>• PAYROL Reports</li> </ul> <b>Important Features of Tally:</b> <ul style="list-style-type: none"> <li>• Export to Excel</li> <li>• Split company</li> <li>• Data Backup / Restore</li> <li>• Gujarati Entry in Tally</li> </ul>	25%

**Practicals:** Practical are based on above Units. (Weightage 50%) – Two Practical periods per week per batch

**Reference Books/ Suggested Readings:**

- **Tally-ERP 9.0 in Simple Steps ,Kogent Learning Solutions Inc., Dreamtech Press**
- **Accounting with Tally Part 1& Part 2, Tally Solution Pvt. Ltd. Bangalore.**
- **Accounting made simple with Tally ERP 9,Aksher Publication.**
- **Tally ERP 9,Computer Word.**
- **Complete Tally , BPB Publications**
- **Simple Tally 9, Ashok Nadhani, BPB Publication**
- **Mastering Tally ERP9 , Ashok Nadhani, BPB Publication**
- **Dinesh Maidasani (2008) Tally9 Firewall media**
- **K& K.K nadhani “Implementing Tally 9” BPB Publication, Latest edition.**

