

SARDAR PATEL UNIVERSITY

Programme: B.Com. Semester: IV

Syllabus with effect from: Nov./Dec., 2020

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

Paper Code: UB04DCOM63

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



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

