

**Part B**  
**Programme: Bachelor of Commerce (Semester IV)**

Code of the course	Title of the course/subject	Total of periods
BC-	<b>Information Technology and Business Data Processing II</b>	45

Course outcomes

Students will be able to –

1. Familiarized with basics of information technology
2. Understand Computerized Accounting Package for business data processing

Unit	Topic	No. of Periods
Unit I	<b>Information Technology</b> 1.1 Introduction to <i>Information Technology</i> 1.2 Characteristic of <i>Information</i> 1.3 Types of Information Technology 1.4 Use of Information Technology in Organization	<b>9</b>
Unit II	<b>Computerized Accounting software Package</b> 2.1 Introduction to Computerized Accounting Software Package 2.2 Advantages and the limitations of Computerized Accounting Software 2.3 Opening screen of Tally 2.3.1 Gateway of Tally 2.3.2 Button panel 2.3.3 Direct command area/calculator 2.4 Business Company in Tally 2.4.1 Company creation Procedure 2.4.2 Company alteration Procedure 2.4.3 Company deletion Procedure 2.4.4 Company features 2.4.5 Company configuration	<b>9</b>
Unit III	<b>Practically Accounting with Tally</b> 3.1 Accounting features 3.1.1 Primary Groups/ Secondary group Procedure 3.1.1.1 Creation, alteration, deletion Procedure 3.1.2 Ledgers (single/multiple) 3.1.2.1 Creation, alteration, deletion, creating Procedure 3.1.3 Vouchers: Contra, payment, receipt, journal, sales, purchase	<b>9</b>
Unit IV	<b>Inventory feature of Tally</b> 4.1 Stock group, Stock item creation Procedure 4.1.1 Create, alter, delete Procedure 4.2 Units of measures 4.2.1 Simple units of measures 4.2.2 Compound units of measures 4.3 Godown – Create /Alter/ delete Procedure 4.4 Inventory vouchers 4.4.1 Item transfer 4.4.2 Sales order 4.4.3 Purchase order	<b>9</b>
Unit V	<b>Tally reports and Tax features</b> 5.1 Trial balance 5.2 Profit and loss account 5.3 Ratio analysis 5.4 Stock summary 5.5 Balance sheet 5.6 Indian tax system 5.6.1 TDS (Tax deduction at source) 5.6.2 TCS (Tax collection at source) 5.6.2 GST (Goods and Service Tax) 5.6.3 Computation of GST	<b>9</b>

## Recommended books

### 1 Tally Manual

### 2 Financial Accounting on computer using TALLY- Namrata Agrawal

### 3 Implementing Tally &.2: A.K. Nandini, K.K. Nadhani, BPB publications

### 4 Information technology and Business Data Processing by Dr. Ranjana Mahajan and Dr. Dilip Khupse- Sai Jyoti Publications

### 5 माहिती तंत्रज्ञान आणि व्यावसायिक माहितीचे संस्करण प्रा. डॉ. उदय श्रीकृष्ण काळे साईनाथ प्रकाशन नागपूर

Part B		
Code of the course	Title of the course / Subject	periods
B.Com	ITB- II	30

#### 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. Godown creation
9. Units of measures of measures creation
10. Accounting Voucher Entry
11. Inventory voucher entry
12. Generate reports
13. Reconciliation
14. Example with TDS
15. Example with TCS
16. Example with GST
17. Sales order processing
18. Purchase order processing

#### Course Outcomes:

##### Students will be able to do at the end of practical

1. Student will learn all Screen element of Tally 9.0
2. Student will learn direct command area (calculator)
3. Student will learn all F11 Features and F12 Configuration for better handle tally s/w
4. Students will be able to work on accounting of business by creating company in Tally

5. Students will be able to work necessary groups and list of Ledgers creation for smooth accounting flow
6. Students will be able to enter accounting and Inventory Vouchers
7. Student will able to work with various Indian Tax systems and its computation with tally

**Division of Marks for Practical's**

Record Preparation	10 Marks
Practical Performance	10 Marks
Viva-Voce	10 Marks
Marks Description	10 Marks
<b>Practical Total</b>	<b>40 Mark</b>