



ADIKAVI NANNAYA UNIVERSITY:: RAJMAHENDRAVARAM
B.Com. Commerce(General) Syllabus (w.e.f:2020-21A.B)

B.Com	Semester – V (Skill Enhancement Course- Elective)	Credits:4
Course:17A	Software Solutions to Accounting	Hrs/Wk:5

Course Learning Outcomes

After completing the course, the student shall be able to:

At the end of the course, the student will be able to;

9. Understand the technical environment of accounting softwares.
10. Highlight the major accounting softwares in India.
11. Apply basics of accounting softwares into business firms for accounting transactions.
12. Understand the various versions of Tally and other softwares.
13. Integrate the concept of different Accounting softwares for accounting purpose
14. Design new approaches for use of accounting software environment.

Syllabus: Total 75 hrs (Teaching 60, Training 10, Others 05 including IE etc.)

Unit-I: Computerized Accounting

Microsoft Excel Spread Sheet- Functions in Excel-

Preparation of Accounts, Statements and Budgets using MS Excel- Analysis and Interpretation.

Unit-II: Introduction to Leading Accounting Softwares- Busy-Marg-QuickBooks-ZohoBooks-Tally-Features and Accounting.

Unit-III: Tally ERP-9-Company Creation- Tally Startup Screen-Gateway of Tally-Create a Company-Alter & Delete company-Backup and Restore-Security Features in Tally.

Unit-IV: Tally-Accounting Masters- Groups-Create Ledgers-Alter & Delete-**Inventory Masters-** Creating Stock Groups -Stock Items-Unit of Measurement-Alter & Delete.

Unit-V: Tally-Voucher Entry- Vouchers Types -Vouchers Entry-

Alter and deleting Settings

Purchase Vouchers and Sales Vouchers including Tax component-Reports Generation.

References

1. Nadhani, Ashok K, Tally ERP 9 Training Guide, BPB Publications
2. Tally 9 in Simple Steps, Kogent Solutions Inc., John Wiley & Sons.
3. Tally 9.0 (English Edition), (Google Book) Computer World
4. Tally.ERP 9 Made Simple Basic Financial Accounting by BPB Publisher.
5. Tally ERP 9 For Real Time Accounting by Avichi Krishnan
6. Fundamentals of Computers, by V. Rajaraman, PHI.
7. Tally ERP 9 book advanced user, Swayam Publication (www.tallyerp9book.com)
8. *Web resources suggested by the Teacher concerned and the College Librarian including reading material*



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Co-CurricularActivities

A. Mandatory(*student training by teacher in related real time field skills: total 10 hours*):

1. **For Teachers:** Training of students by the teacher (using actual field material) in classroom and field for a total of not less than 10 hours on techniques in Computerized Accounting, working with Accounting Software. Train the students in Computerized Accounts with selected Accounting software.
 - a. Working with Excel-Spreadsheet calculations and tabulation Lab Practice (Ref. unit-1)
 - b. Working with any accounting software-analyze the special characters (ref. unit-2)
 - c. Company Creation Lab Practice-(ref. unit-3)
 - d. Creating Masters in Tally with a given Company-Lab Work. Lab Work (ref. Unit 4)
 - e. Voucher Entry for Given Transactions- Generation of Reports for a given Company Lab Work (ref. Unit.5)
2. **For Student:** Each student has to visit at least one business organization dealt with Computerized Accounting. Collect data relating to the business transactions and practice in college computer lab. Each student has to prepare one System based accounting during the semester. They shall write their observations and submit a Fieldwork/Project work report, not exceeding 10 pages, to the teacher in the given format.
3. Max marks for Fieldwork/Project work Report: 05
4. Suggested Format for Fieldwork/Project work (not more than 10 pages): Title page, student details, Contents, objective, step-wise work done, findings, conclusions and acknowledgements.
5. Unit tests (IE).

B. Suggested Co-Curricular Activities

1. Training of students by a related field expert.
2. Assignments including technical assignments like Working with Excel & Tally
3. Seminars, Conferences, Discussions by inviting concerned institutions
4. Field Visit
5. Invited lectures and presentations on related topics