

**JYOTI NIVAS COLLEGE AUTONOMOUS
SYLLABUS FOR 2018 BATCH AND THEREAFTER**

Programme: B.Com TM

Semester: VI

COMPUTER REPORTING AND INFORMATION SYSTEM

Course Code: 18BT602

No. of Hours: 60

LEARNING OBJECTIVES

- To understand the use of Computers in decision making.
- To provide an insight into various processing and information systems.
- To give practical exposure in various reporting methods.

LEARNING OUTCOMES

- Maintaining financial reports.
- Analyzing records according to management policy.
- .Systems to give practical exposure in various reporting methods and Tally software

UNIT I

10HRS

INTRODUCTION

Meaning of Computerised accounting, Features and advantages and disadvantages. Differences between manual and computerized accounting. Accounting packages.

Meaning of Tally software – Features – Advantages - Required Hardware, Preparation for installation of tally software - installation. Items on Tally screen: Menu options, creating a New Company, Basic Currency information, Other information, Company features and Inventory features.

UNIT II

10HRS

CONFIGURING TALLY

General Configuration, Numerical symbols, accts/inv info – master configuration -voucher entry configuration. Working in Tally: Groups, Ledgers, writing voucher, different types of voucher, voucher entry Problem on Voucher entry -Trail Balance, Accounts books, Cash Book, Bank Books, Ledger Accounts, Group Summary, Sales Register and Purchase Register, Journal Register, Statement of Accounts, & Balance Sheet.

REPORTS IN TALLY: Generating Basic Reports in Tally – Financial Statements – Accounting Books and Registers – Inventory Books and Registers – Exception reports – printing reports – Types of Printing Configuration of Options – Printing Format

UNIT III

12HRS

STATUTORY REPORTS& INVENTORY REPORTS

1. GST Reports
2. TDS Report

Inventory Reports

1. Reorder levels
2. Movement Analysis
3. Physical Stock Verification Report
4. Physical Stock Valuation Report
5. Stock Summary Report.

UNIT IV

12HRS

MANAGEMENT INFORMATION SYSTEM REPORTS:

1. Working capital forecast/Management
2. Break Even Analysis
3. Make or Buy Decisions
4. Differential Cost Analysis

UNIT V

8HRS

HUMAN RESOURCES MANAGEMENT REPORTS:

1. Employee file data items.
2. Performance data:
3. Job application file:
4. Fringe Benefit - Administration systems.
5. Payroll
6. Incident Summary Report

UNIT VI

COMPUTER NETWORKING

8HRS

What is CRS, How it functions. CRS for Rail Transport, Hotel Bookings, Airlines: Different packages used: Abacus, Fantasia, Amadeus, Apollo-Galileo, Sabre etc. Use dummy of one for the CRS packages (if available).
Practical of CRS.

SKILL DEVELOPMENT

- Recording the Practicals Conducted in the class.
- Generating the report of journal
- Generating the report on cash book
- Generating the report on profit and losing account
- Generating the report on balance sheet

BOOKS FOR REFERENCE

1. Accounting Software: Tally,1996
2. Tally Financial Accounting Program - Tally solutions (P) Ltd.2016
3. Management Information Systems- C.S.V Murthy2003
4. Clark A, Small Business Computer Systems, Hodder & Stoughton, 1987.
5. Braham B, Computer System in Hotel & Catering Industry, Cassell, 1988.
6. Basandra S.K., 'Computer Today', New Delhi: Galgotia Publications.1999