

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

Programme: B.Com.

Semester: VI

COMPUTER AIDED REPORTING SYSTEM

Course Code: 18BC604

No. of Hours: 60

COURSE 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

UNIT1

Introduction:

10 HRS

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.

UNIT2

CONFIGURING TALLY

10 HRS

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.

UNIT3

REPORTS IN TALLY:

12 HRS

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

UNIT4

Statutory Reports& Inventory Reports

10 HRS

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.

UNIT5

Management Information System Reports:

08 HRS

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

UNIT6

Human Resources Management Reports:

10 HRS

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

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. Raydu – E Commerce, HPH
2. Suman. M – E Commerce & Accounting - HPH
3. Kalakota Ravi and A. B. Whinston : Frontiers of Electronic Commerce, Addison Wesley
4. Watson R T : Electronic Commerce – the strategic perspective. The Dryden press
5. Amrutha Gowry & Soundrajana, E – Business & Accounting, SHBP.
6. C.S.V Murthy- E Commerce, HPH
7. Agarwala K.N and Deeksha Ararwala: Business on the Net – Whats and Hows of E-Commerce
8. Agarwala K. N. and Deeksha Ararwala : Business on the Net – Bridge to the online store front, Macmillan, New Delhi.
9. P. Diwan / S. Sharma – E – Commerce
10. Srivatsava: E.R.P, I.K. International Publishers
11. Diwan, Prag and Sunil Sharma, Electronic Commerce – A manager guide to E-business, Vanity Books International, Delhi
12. Tally for Enterprise Solutions