

DEPARTMENT OF BUSINESS MANAGEMENT  
SATAVAHANA UNIVERSITY

BBA (COMPUTER APPLICATIONS)

V SEMESTER

503: COMPUTER APPLICATIONS IN ACCOUNTING

PPW: 3T+2P

Marks: 60 (U) + 20(P) + 20 (I)

- Unit-I: Computerized Accounting** – Need, Features and merits – Distinction between Manual Accounting and Computerized Accounting – Limitations of Computerized Accounting – Accounting Packages – Tally, Wings and Ex- integration of Accounting Packages with ERP – Features of Tally – Gateway of Tally –Shortcut keys.
- Unit-II: Creation of Various Elements:** Creation of Company – Creation Ledgers – With inventory and without inventory – Voucher Types – Payment voucher – Receipt Voucher – Contra Voucher – Sales Voucher – Purchase Voucher – Credit Note Voucher – Debit Note Voucher. **Inventory Management in Tally** – Stock groups, Categories, items – Inventory Masters – Stock Ledgers – Invoicing – Inventory Vouchers – Inventory Journals – Purchase and Sales Order Processing – Delivery Notes – Treatment and posting of Sales.
- Unit- III: Financial Statements** - Statement of Account – Trial Balance – Profit and Loss Account – Balance Sheet – Cash Flow and Funds Flow Statement
- Unit-IV: Financial Reporting** - Day Book – Cash/Bank Book – Bank Reconciliation Statement Generation of Financial Reports other than Financial Statements – Ratio Analysis
- Unit-V: The Technology Advantage of Tally.ERP 9** Behind the Scene-Internet & Data exchange - Open Database Connectivity (ODBC) - Automatic data replication/exchange with synchronization - Security Management - Tally Audit - Tally Vault - Administration and Manageability - Extensibility (TDL - Tally Definition Language) Others - Internal Backup / Restore - Concurrent Multi-lingual Capability.

**Suggested Readings**

1. Namrata Agarwal, Financial Accounting on Computers using Tally, Dreamtech Press, 2000.
2. Ashok K Nadhani., Tally.ERP 9 Made Simple Basic Financial Accounting, BPB Publications, 2012.
3. Kongent Learning Solutions Inc., Tally.ERP 9 in Simple Steps, Dreamtech Press, 2002.
4. Nadhani. A.K., and Nadhani .K.K. , Implementing Tally 9, BPB Publications, 2007.
5. Shraddha Singh and Navneet Mehra., Tally ERP 9, V&S Publishers, 2005.
6. Tally Work Book

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PRACTICAL QUESTION BANK

Time: 2 hrs

Record: 05


Skill Test: 15

Total Marks: 20

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1. Gateway of Tally and Shortcut Keys
2. Creation of Company and Account Groups
3. Creation of Ledgers with Inventory and without Inventory
4. Creation of different types of Vouchers
5. Creation of Stock Groups, Categories, Items – Inventory Master
6. Creation of Inventory Vouchers
7. Generation of Trial Balance
8. Generation of Profit and Loss Account
9. Generation of Balance Sheet
10. Generation of Cash Flow Statement
11. Generation of Fund Flow Statements
12. Generation of Day Book
13. Generation of Cash/Bank Book
14. Generation of Bank Reconciliation Statement
15. Generation of Financial Reports other than Financial Statements
16. Calculation of various ratios

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