

**B.Com-II  
Semester-IV**

**Information Technology & Business Data Processing-II**

**Objective –** The objective of this course is to familiarize with basics of Database, Database management System and use of Accounting Package for Business Data Processing.

**Unit – I Information –** Concept, Characteristics, Data v/s Information, Uses of Information within the Organisation and outside the Organisation  
**Information Technology:** Introduction, Definition of IT, Uses of IT in Business and Various Fields.

**Unit- II Computerised Accounting Package:**  
**Computerised Accounting:** Concept, Advantages and Limitation of Computer Accounting, Manual Vs Computerised Accounting.

**Unit-III Accounting Software Tally 9.0 / Higher:**  
Introduction, Features, Company info, Menu, Gateway of Tally Menu, Button Bar, Status Bar, Calculator.

**Unit- IV Working in Tally**  
**Company Creation:** Accounts only and Accounts with inventory.  
**Groups:** Concept, Predefined Groups, Creation of New Single Group, Display, Alteration and Deletion of Group.  
**Ledgers:** Concept, Single ledger Creation, Display, Alternation & Deletion.  
**Vouchers:** Concept, Types of Vouchers, Features and Configuration of Accounting Vouchers  
**Transaction:** Accounting Voucher, Inventory Vouchers.

**Unit- V Reports and Advanced Features in Tally:**  
**Reports Display and Printing:** Balance Sheet, Profit & Loss Account, Ratio Analysis, Stock Summary, Trial Balance, Day Book and Account Book  
**Data Export & Import:** ODBC; Outward and Inward Connectivity, Data Import and Export, Email, Upload, Backup, Restore.

**Indian Tax System:** TDS, TCS, GST: computation of

