ACCOUNTING PACKAGES

Unit I: Introduction to Computerized Accounting

Introduction to Computerized Accounting – Meaning and Scope – Features of Computerized Accounting - Advantages and Limitations of Computerized Accounting – Computerized Accounting VS Manual Accounting – Accounting Software – Types of Accounting Software.

Unit II: Accounting Software Tally

Features of Tally – Tally Configuration and INI setup - Tally Screen Components – Company Creation, Alter and Delete – Company features – Configuration – Group Company – Creating and Altering a Group Company – Processing Transactions in Tally – Tally Groups and sub Groups – Group Creation, Alter and Delete — Managing Groups in Multiple Companies - Ledgers – Creation, Alter and Delete Ledgers - Errors in Grouping and Account Classification.

Unit III: Accounting Vouchers

Recording of Transactions – Voucher Types – Payment Voucher – Receipt Voucher – Contra Voucher – Sales Voucher – Purchase Voucher – Journal Voucher – Creation, Alteration and Deletion of Vouchers – New Voucher Types – Display Vouchers – Create, Alter and Delete Foreign Currencies – Voucher entry using foreign currencies.

Unit IV: Accounts with Inventory

Introduction to inventory – Inventory Methods – Units of Measurement Creation, Alter and Delete – Stock Groups – Creation, Display, Alter and Deletion of Stock Groups – Stock Items – Create, Alter, Display and Deletion of Stock Items – Stock Valuation methods – FIFO, LIFO, Average stock level, Minimum Level and Maximum Level – Creation of Sales order and Purchases Order – Rejection In and Rejection Out – Creation of Cost Centers – Creation of Godown.

Unit V: Taxes and Report Generation

Enabling TDS/TCS, VAT, Service Tax, Fringe Benefit Tax, Excise - Financial Reports in Tally – Trial Balance - Trading and Profit and Loss Account – Balance Sheet – Bank Reconciliation Statement - Stock Summary Report – Ratio Analysis – Funds Flow Statement – Godown summary Report – Statutory Reports – VAT, TDS, Service Tax Reports.

Text Book:
1. Tally, C.Nellai Kannan, Nels Publications, 2009, 2nd Edition, New Delhi.
2. Asok K. Nadhani, Tally.ERP 9, BPB Publications, 2010, 1st Edition, New Delhi.,

Reference Books:
1. Tally 9, Dr.K.Kiran Kumar, Sri Laasya Publications, 2009, 2nd Edition, New Delhi.
2. Comdex Tally 9 Course Kit - Namrata Agrawal, Sanjay Kumar – wiley, 2009 1st Edition, New Delhi.

3. Tally 9 In Simple Steps - Kogent Learning Solutions Inc. - Dreamtech Press, 2009, 6th Edition, New Delhi.

4.Vikas Gupta, Computer and Financial Accounting with Tally 9.0, BPB Publications, 2007, 2nd Edition, New Delhi.,