COURSE I – BASICS OF COMPUTERIZED ACCOUNTING

Learning Objectives: The course aims to achieve following objectives-

1. Employ critical thinking skills to analyze financial data as well as the effects of differing financial accounting methods on the financial statements.
2. To learn accounting with tally so that the same could be maintained accurately
3. To increase learner's knowledge in accounting and to recognize and understand ethical issues related to the accounting profession.

Course Content:

SECTION A
Unit -I - Basic Accounting: Accounting – an Introduction, Accounting concepts & conventions, Accounting Equation, Journal & Ledger, Cash Book, - Special Purpose Books, Bank Reconciliation Statement
Unit -II Bill of Exchange, Trial Balance, Errors & Rectification, Depreciation, Provisions & Reserves
Unit-III **Computerized Accounting Systems**: Basics of Computerized accounting systems- Meaning, Importance; Difference between computerized, accounting and manual accounting; Scope of Computerized Accounting, Computerized Accounting Software, Software programs for computerized accounting.
SECTION -B
Unit -IV– Computerized Accounting Systems— Computerized Accounts by using any popular accounting software : Creating a Company; Configure and Features settings; Creating Accounting Ledgers and Groups; Creating Stock Items and Groups; Vouchers Entry.

Unit -V – Company Accounts –

Discount Management- Cash Discount, Trade Discount, Vouchers Types, Back up, Restore

Bill wise details, Interest; Money Receipt and Cheques, Debit and Credit Notes Creating and

Configuring New Company Accounts: Account masters 'maintenance, Account vouchers

maintenance, inventory master's maintenance

Unit -VI

Factors, affecting selection of suitable Computerized accounting software; Procurement and

installation of Computerized accounting software,

Accounting Database Management: Use of MS Excel and other software packages such as

QuickBooks India, Zoho Books, MargERP 9+, Vyapar, myBooks.

Suggested Readings:

1. Agarwal, Garima. *Computerised Accounting:* Himalaya Publishing House.

2. Chheda, Rajesh. *Learn Tally. ERP 9 with GST and E-way Bill:* Ane's Student Education.

3. Grewal, T.S. *Introduction to Accountancy.* S. Chand and Co.

4. Gupta, R.L and Gupta, V.K. *Principles and Practice of Accounting.* Sultan Chand & Sons.

5. Haneef and Mukerjee. *Accountancy I.* Tata McGraw Hill Company.

6. Jain, S.P. and Narang, K.L. *Accountancy I,* Kalyani Publishers.

7. Jawahar Lal. *Financial Accounting.* Himalaya Publishing House.

8. Maidasani, Dinesh. *Mastering Tally*: Firewall Media

9. Nathani, Asok K. *Tally ERP 9 Training Guide.* BPB Publications

10. Sahgal, Deepak. *Fundamentals of Financial Accounting*. Tax Man Publication.

11. Tally Education Pvt Ltd. *Official Guide to Financial Accounting using Tally ERP 9 with GST*

12. *Tally ERP 9 book advanced user*, Swayam Publication (www.tallyerp9book.com)

13. Tarang, *Tally ERP 9*. Computer World Publications.

14. Tulsiani, *Accountancy I:* Tata McGraw Hill Company

15. Yogeshwran, G. *Computerised Accounting*. PBP Publications.