

**CC XI - COMPUTERISED ACCOUNTING AND DOCUMENTATION**

**Unit 1.**

Accounting Information System: Meaning and importance-end users of accounting information-Limitations of financial statements-need for rearrangement and modification of financial statements - accountings Vs Reporting formats of financial statements -Reporting to National and International Funding.

**Unit 2.**

Introduction – Manual Accounting Vs Computerized Accounting – Introducing Tally – Features – Requirements-Procedures- and configuring Tally – customizing Tally –Tally Audit Backup and Restore – Security in Tally Accounting Information – Menus in Tally – Managing Groups – Types of Groups, Ledgers – Types of Ledgers (Creating, Display, Altering and Deleting in Tally).

**Unit 3.**

Vouchers – Types of Vouchers – Creation – Displaying – Altering and Deleting Vouchers in Tally – Inventory – Various Stock Groups – Creation – Displaying - Altering and Deleting Inventory Stock Category in Tally – Processing through Tally: Purchase Orders, sales Orders and Invoices.

**Unit 4.**

Preparation of Reports through Tally – Trial Balance - (P & L Account) Balance sheet.

**Unit 5.**

Stock Summary, Ratio Analysis, Display Menu, Account Books, Statement of Accounts, Statement of Inventory, Cash/Funds Flow Summaries, Day Book.

**REFERENCES:**

1. Manual on Financial management and Accounts Keeping, Society for Participatory Research in Asia.
2. Narmata Agarwal – Financial Accounting on Computers using Tally (Dreamtech Publication)
3. Lalitha B.Singh, Vishnu P., Singh - Accounting by Tally (Asian Publishers).
4. Computerised Accounting under Tally Publication, Deva Publication.
5. K.K.Nadhani Publication, Implementing Tally, BPB Publication.