

## **CC XI Computerized Accounting**

**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.

**Question Paper should cover Theory - 60 Marks & Practical – 40 Marks**

### **Practical**

#### **Unit 1**

1. Creation of Company.
2. Creating Groups, Single Groups, Sub-Groups.
3. Entering Values in Accounts Info.
4. Voucher entry-sales, purchase.

#### **Unit 2**

1. Journal entry- contra journals
2. Creating cost centers.
3. Preparation of Trial Balance, Profit and Loss Account.
4. Preparation of Balance Sheet

#### **Unit 3**

1. Cash Flow and Fund Flow Statements
2. Ratio Analysis.
3. Preparing Voucher entries for the given transactions
4. Preparing final accounts from the Trial Balance given with any two adjustments.

### **References:**

- 1) Lalitha B.Singh, Vishnu P., Singh, *Accounting by Tally*, Asian Publishers.
- 2) Nadhani K.K., *Implementing Tally*, BPB Publication.
- 3) Narmata Agarval, *Financial Accounting on Computers using Tally*, Dreamtech Publication.
- 4) Society for Participatory Research in Asia, *Manual on Financial Management and Accounts Keeping*