

**SECOND ALLIED COURSE II – ACCOUNTING PACKAGE**

**Unit I**

Computers and Accounting – Role of computers and Computing – Fundamentals of computerized Accounting – Computerised Accounting Vs Manual Accounting – Features of Tally

**Unit II**

Procedure for creating a new company – Directory Name / Mailing Name / Address / Groups creation – Editing and Deleting Groups

**Unit III**

Display of predefined vouchers – Voucher creations and alteration of vouchers while or after entering transaction – Types of vouchers – Payment voucher – Receipt voucher – Sales voucher – Purchase vouchers

**Unit IV**

Ledger – Groups in Tally – Primary groups, sub-groups, creation of ledger - process of creation of ledger – Balance sheet at the Gateway of Tally – Method of showing Trading, Profit and Loss account and Balance Sheet

**Unit V**

Creation of Inventory Reports – creation of stock categories – Stock items – Stock groups

**Text Books Recommended**

1. Tally – Accounting software S. Palanivel – Marghan Publications
2. Computer Applications in Business – Dr. Rajkumar