



SONARI COMMERCE COLLEGE, SONARI

DEPT. OF COMMERCE

Course Name: Add on Certificate Course

Title: **COMPUTERISED ACCOUNTING SYSTEM (TALLY)**

Duration: 3 months

Targeted Group: Students irrespective of any Stream, other professionals and Business man.

Requirement: Computer Lab with Projector and Internet facility.

Capacity: 20 (in each batch at the initial stage)

Software: TALLY Prime

INTRODUCTION

Computerized accounting System (CAS) is associated with the use of automatic machine for recording, classifying, posting, balancing and analyzing day to day records of the business. It is an accounting information system that processes financial transactions and events as per generally Accepted Accounting Principles (GAAP). In a computerized accounting system, the framework of storage and processing of data called operating environment that consists of hardware as well as software in which the accounting system works.

Modern computerized accounting system is based on the concept database. The database is implemented using a database management system which is define by a set of computer programmes (or software) that manage and organize data effectively and provide access to the stored data by the application programmes. The accounting database is well-organised with active interface that uses accounting application programmes and reporting system.

OBJECTIVES OF LEARNING

1. To know the Computerised Accounting System and its role in accounting.
2. To understand the differences between manual and Computerised accounting.
3. To know the needs, silent features and requirements of Computerised Accounting System.
4. To understand the advantages and disadvantages of Computerised Accounting System.
5. To know the need and features of Accounting Software.
6. To make the students well familiar to the Accounting Software TALLY.
7. To become expert in the application of TALLY in Creating Company, Grouping of Accounts, Generation of Ledger, Creating Vouchers, Stock Taking, Trial Balance, Profit & Loss Account and Balance Sheet.
8. To know how to prepare Cash Flow Statement and Fund Flow Statement with the help of TALLY.

SYLLABUS:

Unit I: Introduction to Accounting

Introduction, steps involved in Book-keeping, Basic Accounting Terms, Meaning of accounting, basic accounting terms, types of transaction, system of accounting, Source documents, Vouchers, Meaning of Debit and Credit, Basis of Accounting, System of Accounting, Types of Accounts, Rules of Debit and Credit, Recording of Transactions, Cash Book, Journal, Ledger, Preparation of Trial Balance, Trading Account, Profit & Loss Account and Balance Sheet.

Unit II: Computerised Accounting System (CAS)

Introduction of CAS, Role of CAS in Accounting, Need and Features of CAS, Distinction between Manual and CAS, Fundamentals of CAS, Advantages and Disadvantages of CAS.
Accounting Software, TALLY – its introduction, features, working with TALLY.

Unit III: Accounting Process in TALLY

Company Creation, Group Formation, Ledger Creation, Voucher Creation, Stock verification, Preparation of Trial Balance, Profit and Loss Account and Balance Sheet. Preparation of Funds Flow and Cash Flow Statement.

CERTIFICATION PROCEDURE

1. Practical Classes in Computer Laboratory with Accounting Software TALLY Prime.
2. Home Assignments – Two home assignments of 5 marks each.
3. Theoretical Examination of 20 Marks of 1.00 hour.
4. Practical in Computer Laboratory of 60 Marks followed by viva of 10 marks.