COMPUTERIZED ACCOUNTING

Chapter-1

❖ INTRODUCTION OF ACCOUNTING

Meaning of Accounting, Characteristics of Accounting, Objectives of Accounting, Functions of Accounting, Accounting Cycle, Branches of Accounting, Differences between Book Keeping & Accounting, Meaning of Accountancy, Limitations of Accounting, Methods of Accounting

Chapter-2

❖ ACCOUNTING TERMINOLOGY

Meaning, Definition and Types of Assets, Liability, Capital, Expense and its types, Incomes, Expenditure and its types, Revenue, Debtors and Creditors, Goods, Purchase and Sales, Stock, Profit & Loss, Gain, Discount and its Type, Drawings

Chapter-3

❖ COMPUTERISED ACCOUNTING SYSTEM

Meaning, Features, Advantages and Disadvantages of Computerised Accounting System, Comparison of Manual and Computerised Accounting System, Types of Accounting Software's and its uses

Chapter-4

❖ JOURNAL ENTRIES AND LEDGER POSTINGS IN ACCOUNTING

Meaning and Format of Journal, Classification of Accounts and Rules of Journalising, Recording of Entries in Journal, Meaning, Format and Importance of Ledger, Distinction between Journal and Ledger, Ledger Posting From Journal, Subsidiary Books and Cash Book, Explanation of Financial Accounts, Trail Balances and Balance sheet

Chapter-5

❖ INTRODUCTION TO TALLY ERP9

Meaning of Tally Software, Version History of Tally, General Features of Tally Erp9, Screen Introduction of Tally Erp9, Tally Erp9 Shortcuts & Functions

Chapter-6

❖ CREATION & CUSTOMIZATION OF COMPANY

Introduction, Company Creation, Selecting / Loading Company, Altering Company, Backup & Restore, Shut / Close Company, Split Company Data, Customizing The Company, Accounting Features, Inventory Features, Statutory & Taxation

Chapter-7

❖ CREATION OF MASTER HEAD

Introduction, Meaning of Account Masters & Groups, Types of Groups, Explanation of Groups, Creating / Displaying / Altering Groups, Meaning of Ledger, Creation of Ledgers, Displaying / Altering Ledgers

Chapter-8

❖ VOUCHERS & INVENTORY CONTROL

Introduction, Predefined Vouchers, Types of Accounting Vouchers, Creating Stock Groups Single / Multiple, Altering Stock Groups, Stock Items, Creating Stock Items, Creating Unit of Measures, Godowns, Displaying / Altering Godowns, Types of Inventory Vouchers

Chapter-9

❖ TAXATION

Meaning of Tax, Types of Taxes, Meaning of Goods & Service Tax (GST), Advantages & Disadvantages of GST, Activation of GST in Tally, Types of GST'S, Calculation of GST, Creating GST Ledgers CGST-SGST-IGST in Tally Erp9, Creating Sales / Purchase Ledgers for GST, Creating Party Ledgers such as Suppliers, Customers, Updating Stock Items & Stock Groups for GST in Tally, Setting Up GST Rates, Recording Local Purchase (Within State) under GST in Tally Erp9, Recording Local Sales (Within State) under GST in Tally Erp9, Recording Inter-State Purchase (Outside State) under GST in Tally Erp9, Recording Inter-State Sales (Outside State) under GST in Tally Erp9, Nil-Rated Sales on GST, Exempt Sales on GST, Ledgers for Any Indirect Expenses & Incomes, Recording Journal Vouchers for Interest, Penalty, Late fees & Other Dues in GST in Tally Erp9