

ST. JOSEPH'S COLLEGE FOR WOMEN (AUTONOMOUS), VISAKHAPATNAM

III SEMESTER

OFFICE MANAGEMENT

5 Hrs/Week

OFF 4401 (4)

Accounting Software for OM & TALLY

Max. Marks: 100

w.e.f 2017-18 (AD Batch)

SYLLABUS

Learning Objectives: The students will be able to

- Be familiar with the accounting concept, tools and techniques through accounting software
- Understand how to use it in different accounting procedures in the firm
- Evaluate its relevance in particular situations for greater credibility as per GAAP

Learning Outcomes: Upon completion of the course the students should be able to

1. Use accounting and business terminology for accountability
2. Explain the objectives of financial reporting and related key accounting assumptions and principles.
3. Explore and acquire skills in respect of most sophisticated computerized accounting procedures and practices
4. Help themselves serve better the vast accounting needs of every commercial organization.
5. Enable even a Non commerce student train in computerized accounting systems as it is user friendly

MODULE - I: Accounting Software Packages: Overview - Tally, Wings, Busy, Spreadsheet, Ms Excel as Accounting tool, Function wizard, Auditing Tool in MS Excel - Selective Applications for Accounts.

MODULE- II: Problems of Accounting Software: Security Problems - Power problems - Data integrity problems -Computer virus problems of system adoptions.

MODULE – III: Fundamentals of Tally.ERP 9: Introduction to Tally: Introduction, Terminology in Tally; Difference between Manual Accounting and Accounting Packages, Features and advantages of Tally Creation of a company, Gateway of Tally, Key board shortcuts in Tally, Accounts Information, Groups, pre defined Groups, Creation of New Groups, Creation of sub Group. Ledgers, Ledger Creation – Single and multiple Ledgers, Displaying & altering Ledgers, Stock Ledger, Ledgers and their Group Allocation

MODULE - IV: Vouchers: –Types of vouchers – recording of vouchers – entry of payment voucher, Receipt voucher, sales voucher, purchase voucher, Journal Voucher, Contra Voucher, Debit & Credit Note. Creating New Voucher types, customizing the Existing voucher types, Alternation of Voucher, Deletion of Voucher

MODULE -V: Generating Reports: Final Accounts: Customizing the final accounts – Profit and Loss Account, Balance Sheet. Generating the Reports from Tally, Trial Balance, Account Books, Sales, Purchase, Journal Registers, Statement of Accounts, Day Book, .Practice Exercises.

Study Books/Material

1. K. Kiran Kumar, Tally ERP 9

Recommended Reference Books:

1. Tally 9 In Simple Steps, Kogent solutions Inc., John Wiley & Sons, 2008.

2. Tally ERP 9 Made Simple Basic Financial Accounting, BPB Publisher.

3. Avichi Krishnan, Tally ERP 9 for Real Time Accounting, Book Gang.

4. Guy Hart Davis, The ABCs of Microsoft Office, BPB Publications.