

## **COURSE IV- DIGITALIZED ACCOUNTING**

**Learning Objectives:** The course aims to achieve following objectives-

1. To Guide the students regarding regulatory framework for the operation of accounting activities.
2. Train the students regarding concept and structure of recording business transactions
3. Enable the students to use accounting information as a tool in applying solutions for managerial problems, evaluating the financial performance, and interpreting the financial structure.

**Course Content:**

**Unit I - Introduction to Digitalized Accounting:**

Need, significance and applications of digitalized final accounts. Discount Management- Cash Discount, Trade Discount, Vouchers Types, Back up, Restore

Use of Tally for Inventory management- Inventory Information- Stock Groups, Stock Items, Units of Measure Inventory creation/alteration, Inventory Features, Invoicing of daily Trades, Inventory Reporting

**Unit II**

Inventory Control: Maintaining Inventory of some firm/organization, Trial Balance, Profit and Loss account, Balance Sheet, Bank Reconciliation Statement, Advance Accounting in Tally, Import / Export Data with Excel. Security Control in Tally.ERP 9, Tally Audit Controls.

**Unit III - Multiple Price list Quotation Purchase Enquiry; Order Performa Invoice, Sales Purchase & Rejection Voucher; Additional Purchase; Effective Rates Invoice. Generation of Reports: Cash Book, Ledger Accounts.**

**Unit IV**

Bill wise details, Interest; Money Receipt and Cheques, Debit and Credit Notes Creating and Configuring New Company Accounts: Account masters 'maintenance, Account vouchers maintenance, inventory master's maintenance

**Unit V**

Display- Trial Balance, Day Book, Account books, Statement of Accounts, Inventory Books Statements of Inventory, Cash/fund flow, Payroll Reports, List of Accounts Exception Reports, Print Management, Reports Displaying, Accessing Reports, Modifying Reports, Financial Statements, Display of Balance Sheet, Display Profit and Loss Account.

**Suggested Readings:**

1. Agarwal, Garima. *Computerised Accounting*: Himalaya Publishing House.
2. Chheda, Rajesh. *Learn Tally. ERP9 with GST and E-way Bill*: Ane's Student Education.
3. Grewal, T.S. *Introduction to Accountancy*. S. Chand and Co.
4. Gupta, R.L. and Gupta, V.K. *Principles and Practice of Accounting*. Sultan Chand & Sons.
5. Haneef and Mukerjee. *Accountancy I*. Tata McGraw Hill Company.
6. Jain, S.P. and Narang, K.L. *Accountancy I*, Kalyani Publishers.
7. Jawahar Lal. *Financial Accounting*. Himalaya Publishing House.