



St. Joseph's Degree & PG College
(Autonomous)
Semester – V
B.Com General/Comp/IT
COMPUTERIZED ACCOUNTING
SEC
w.e.f 2019-20 AY

SCHEME OF INSTRUCTION

Hours per Week	: 2
Credits	: 2
Instruction Mode	: Lecture
Course Code	:BC.06.101.22T

SCHEME OF EXAMINATION

Maximum Marks	: 50
Internal Assessment	: 20
External Examination	: 30
External Exam Duration	: 2 Hrs

Course Objective

- This course aims to make students understand and to acquire basic knowledge in the Computerized accounting systems and its applications in the area of business

Course Outcomes

On Successful completion of the Course, Students will be able to:

CO 1: Compare the differences between manual accounting and Computerised accounting and develop skills to master the practical aspects of Computerised accounting.

CO 2: Prepare Final accounts of Sole traders and maintain other registers and reports pertaining to accounts and Inventory.

UNIT-I: Introduction to Computerized Accounting **12 Hrs**

Introduction – Importance - Application - Advantages and disadvantages – Difference between Manual Accounting and Computerized Accounting – Features of Accounting packages.

Company Creation and Accounting Masters

Creation of Company- steps-selecting a company-closing a company-alter -delete a company – Accounts Groups-Predefined Groups– Ledgers – create-alter- delete, voucher types – short cut keys- Voucher Entry-display - alter – delete – Features – Accounting Features- Inventory Features-Configuration menu-- Day Book – Cash and Bank Books-Rectification of Errors-altering the transactions- Bank Reconciliation Statement.

UNIT-II: Accounts with Inventory **12 Hrs**

Creation of Stock Groups – display-alter-delete-Stock categories – creation - Stock items-create-display-alter-delete – Godowns - Units of Measure - Inventory Vouchers-Display of inventory reports & statements.

Final Accounts and Report Generation

Final Accounts of Sole Traders: Trial Balance - Profit and Loss Account - Balance Sheet- Preparation of Final Accounts-Generation of Reports-Account Books – Registers - Statement of Accounts.

TEXT BOOKS

1. *Computerised Accounting and Business systems*: Kalyani publications

REFERENCE BOOKS

- 1, Vaagdevi publications
2. Aakash Business Tools: *Spoken Tutorial project* IIT Bombay
3. *Mastering Tally*: Dinesh Maidasani, Firewal Media
4. *Implementing Tally ERP 9*: A.K Nadhani and K.K Nadhani, BPB publications
5. *Manuals of Respective Accounting packages*