DSE (Stream)- Accounting and Finance

Computer Application in Accounting

Course title & Code	Credits	Credit distribution of the course			Eligibility criteria	Pre-requisite of the course (if any)
		Lecture	Tutorial	Practical/ Practice		
Computer Application in Accounting	4	2	0	2	Pass in Class XII	NIL

Learning Objectives

This course aims to impart the skills needed for recording business transactions and producing final accounts by a non-commerce student using computerised accounting software.

Learning Outcomes

After completion of the course, learners will be able to:

1. Recognise the features of manual and computerised accounting system environments.
2. Record business transactions and prepare financial statements.
3. Explain structure of a computerised accounting system for a business firm.
4. Create masters and vouchers entry.
5. Examine necessary adjustments for Goods and Service Tax (GST) while recording business transactions.

Course Contents:

Unit-1: Introduction to Accounting and Recording of business transactions and preparation of financial statements (10 hours)

(A) Introduction to Accounting (3 hours)

Accounting – meaning, importance and need, its objectives and relevance to business establishments and other organisations, and individuals. accounting information: meaning, users and utilities, sources of accounting information. some basic terms –transaction, account, asset, liability, capital, expenditure & expense, income, revenue, gain, profit, surplus, loss, deficit. debit, credit, accounting year, financial year, financial accounting principles.

(B) Recording of business transactions and preparation of financial statements (7 hours)

Features of recordable transactions and events; types of accounts: personal account, real account and nominal account; rules for debit and credit; double entry bookkeeping system, journal transactions; preparation of ledgers; fundamental accounting equation; preparation of Trial Balance; concept of revenue and capital; preparation of Trading and Profit & Loss Account and Balance Sheet manually.

Unit-2: Computerised Accounting System (4 hours)

Basics of computerised accounting systems; difference between manual and computerized accounting systems; overview of available software packages for computerized accounting; factors affecting selection of suitable Computerised accounting software; procurement and installation of computerised accounting software. Using any popular accounting software: create, select, shut, and delete a

Company; setting security features of company; date and period features; configure and features settings; backup and restore data of a company.

Unit-3: Creating Masters and voucher entry (12 hours)
Creating Accounting Ledgers and Groups: Single create vs. multiple create, creating ledger under a group and entering opening balances Creating Stock Items and Groups: Creating unit of measurement, creating stock groups using single or multiple create feature under an existing group, creating Stock items using single or multiple feature under an existing group, Voucher Entry: Types of vouchers, selection of voucher type for transactions, vouchers entry, voucher number and date settings, voucher entry with more than one debit or credit accounts, editing and deleting a voucher and printing of voucher.

Unit-4: Taxation and Generating Reports (4 hours)
Taxation: Accounting for Goods and Service Tax Generating Reports: Cash Book, ledger accounts, Trial Balance, Profit and Loss Account, Balance Sheet, Funds Flow Statement and Cash Flow Statement.

Note: The General Purpose Software referred in this course will be notified by the University Departments every three years. If the specific features, referred to in the detailed course above, is not available in that software, to that extent it will be deemed to have been modified.

Practical Exercises (60 Hours)
The learners are required to:
1. Compare and contrast the manual and computerised accounting system of any firm.
2. Record business transactions and prepare financial statements for any hypothetical firm.
3. Analyse the structure of a computerised accounting system for a business firm.
4. Evaluate the relevance of recent innovations happened in computerised accounting system.
5. Collect the voucher data of a firm and prepare it in computerised system.
6. Analyse tax amount of select firms listed on BSE and correlate their financial performance and expenditure with taxes.

Suggested Readings

- Charles, T H., Sundem, G. L., Elliot, J. A., & Philbrick, D. R. (2017). Introduction to Financial Accounting. Delhi, India: Pearson.
- Goyal, B. K., & Tiwari, H.N. (2022). Financial Accounting. Delhi, India: Taxmann
- Kumar, A. (2021). Financial Accounting. Delhi, India: Singhal Publication.
- Lal, J., Srivastava, S., & Shivani. A. (2020). Financial Accounting Text and problems. Delhi, India: Himalaya Publishing House.
- Leonardo, A. R., Qanis, J. R., & Alderman, C. W. (1990). Accounting Information Systems: A cycle Approach. London, United Kingdom: Wiley.
- Lt. Bhupinder. (2021). Financial Accounting – Concepts and Applications. Delhi, India: Cengage.
- Monga, J. R., & Bahadur, R. (2022). Financial Accounting: Concept and Applications. Delhi, India: Scholar Tech Press.
- Robert, L. H. (2008). Accounting Information Systems: Basic Concepts and Current Issues. London, United Kingdom: McGraw Hill.
- Sehgal, A., & Sehgal, D. (2019). Fundamentals of Financial Accounting. Delhi, India: Taxmann.

Additional sources

- Tally ERP 9 book advanced user. Publisher: Swayam Publication (www.tallyerp9book.com)
- Tulsian, P. C., Tulsian, B., & Tulisan, T. (2023). Financial Accounting. Delhi, India: S. Chand.
- Tally ERP 9 Training Guide – 4th Edition. Ashok K Nadhani. Publisher: BPB Publications
- **Web resource:** http://tallyerp9book.com/TallyERP9-Book-Content.html

Note: Suggested readings will be updated by the Department of Commerce and uploaded on Department's website.