

COMPUTERIZED ACCOUNTING

By

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OBJECTIVES

- 1. Concept of Computerized Accounting**
- 2. About Tally the Accounting Software**
- 3. Features Of Tally**
- 4. Process of Accounting with Tally**

COMPUTERISED ACCOUNTING

An Accounting is the art of recording, classifying and summarizing money transactions in a systematic manner and when the accounting done with the help of computer system is known as computerized accounting”.

TALLY

Tally is one of computer software which is most widely used for Accounting Work. It is versatile and massive software package. It is used by various types of trade and industry. Tally Software business was set up in 1986 by late S.S. Goenka, who was the found of the company Peutronics Private Limited., Bangalore. Tally is user friendly software used to solve all the complicated accounting structure.

FEATURES OF TALLY

- 1. It has six versions i.e. 4.5, 5.4, 7.2, 8.1, 9.0, Tally ERP**
- 2. It prepare various reports like Trading A/C, P&L A/C, Balance Sheet etc.**
- 3. Reports can be easily Analyzed and Summarized.**
- 4. Interest and Other Mathematical Calculation can be done easily and in less Time**
- 5. Display Ledger Wise Balances**
- 6. Can Run on All Versions of Windows**

FEATURES OF TALLY

- 7. Provides The Users a Facility to Reconcile Bank Account with Bank Passbook Statement.**
- 8. Offers Confidentiality and Security**
- 9. Data saves on “C” Drives**
- 10. Reports can be taken on Pen Drives or Printed**

USER CLASSIFICATION

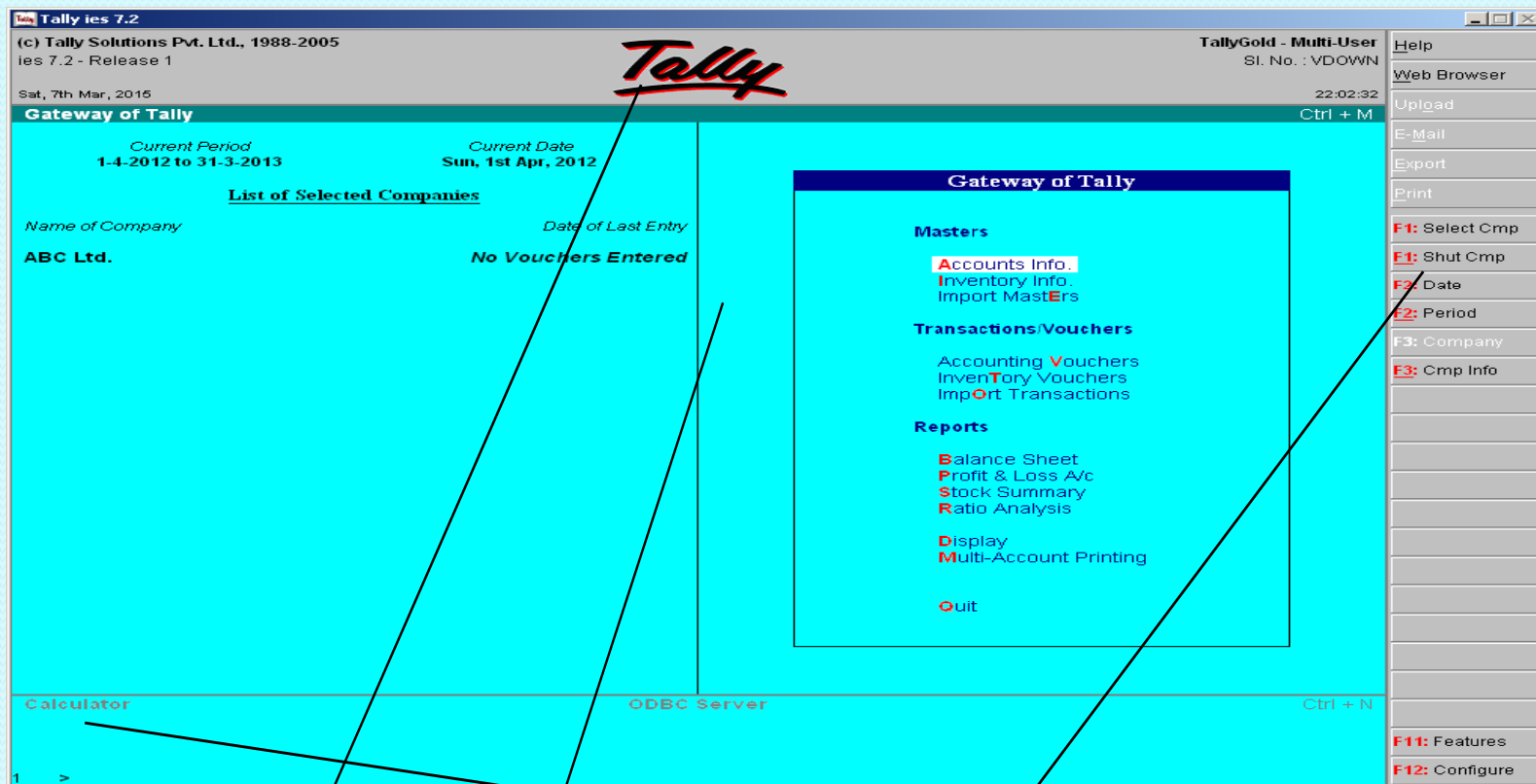
1. **Tally Silver For Single User**

Single-user Licensing allows the consumption of Tally on only one computer with an option of activating it online or offline.

1. **Tally Gold For Multiuser**

The multi-user Licensing feature facilitates the use of Tally on any number of computers connected to a local area network (LAN) with a provision of activating the license online or offline.

TALLY SCREEN CLASSIFICATION



(1) Product Info

2) Work Area,

(3) Button Bar

(4) Calculator

COMPANY INFORMATION MENU

The screenshot displays the Tally 7.2 software interface. At the top, the title bar reads "Tally 7.2" and the main header includes "(c) Tally Solutions Pvt. Ltd., 1988-2005", "Tally 7.2 - Release 1", and the date "Sat, 7th Mar, 2015". The Tally logo is prominently displayed in the center. The right side of the header shows "TallyGold - Multi-User" and "SI. No. : VDOWNDOWN".

The main window is titled "Gateway of Tally" and contains the following information:

- Current Period:** 1-4-2012 to 31-3-2013
- Current Date:** Sun, 1st Apr, 2012
- List of Selected Companies:** A table with columns for "Name of Company" and "Date of Last Entry". The entry for "ABC Ltd." shows "No Vouchers Entered".

A "Company Info." menu is open, listing the following options:

- Select Company
- SHut Company
- Create Company
- Create Group Company
- Alter
- Change TallyVault
- SPlit Company Data
- Backup
- Restore
- Quit

At the bottom of the window, there are buttons for "Calculator" and "ODBC Server". A vertical toolbar on the right side of the window contains various utility buttons such as "Help", "Web Browser", "Upload", "E-Mail", "Export", "Print", and function key shortcuts like "F1: Select Cmp", "F1: Shut Cmp", "F11: Features", and "F12: Configure".

Company info menu consists of following options(Hotkeys Show in bold letter)

Action Meaning

- | | |
|--|---|
| 1 S elect Company | : To select a company |
| 2 S Hut Company | : To unload a selected company |
| 3 C reate Company | : To create a new Company |
| 4 Create G roup Company | : This option becomes active when more than one company is selected |
| 5 A lter | : To alter information of existing company |
| 6 Change T ally Vault company | : To alter Tally vault password for a |
| 7 S plit Company Data period | : To split the company data into financial |
| 8 B ackup other media like PD or CD | : A copy of the data should be kept in |
| 9 R estore working Disk | : To getting back the earlier data in the |
| 10 Q uit | : To exit the Tally software |

CREATION OF COMPANY

Tally ies 7.2

(c) Tally Solutions Pvt. Ltd., 1988-2005
ies 7.2 - Release 1

Sat, 7th Mar, 2015

TallyGold - Multi-User
SI. No. : VDOWN
22:29:56

Tally

Company Creation Ctrl + M

Directory : C:\Tally\Data
Name :
Mailing Name :
Address :
State :
PIN Code :
E-Mail Address :
Use Indian VAT ? No
Local Sales Tax Number :
Inter-state Sales Tax Number :
Income-Tax Number :
Currency Symbol : Rs.
Maintain : Accounts with Inventory
Financial Year from : 1-4-2012
Books beginning from : 1-4-2012
TallyVault Password (if any) :
(WARNING: forgetting your TallyVault password will render your data unusable!) :
Use Security Control : No

Base Currency Information

Base Currency Symbol : Rs.
Formal Name : Indian Rupees
Number of Decimal Places : 2
Is Symbol SUFFIXED to Amounts ? No
Symbol for Decimal Portion : paise
Show Amounts in Millions ? No
Put a SPACE between Amounts and Symbol ? Yes

Calculator ODBC Server Ctrl + N

1 >

Help
Web Browser
Upload
E-Mail
Export
Print

VOUCHER CREATION

The screenshot shows the 'Accounting Voucher Creation' window in Tally 7.2. The window title is 'Tally ies 7.2'. The header area contains the following information: (c) Tally Solutions Pvt. Ltd., 1988-2005; ies 7.2 - Release 1; Sat, 7th Mar, 2015; Accounting Voucher Creation; ABC Ltd.; TallyGold - Multi-User; SI. No. : VDOWN; 22:47:42; Ctrl + M. The main area is a table with columns 'Particulars', 'Debit', and 'Credit'. The 'Particulars' column contains 'By' and 'Narration :'. The 'Debit' and 'Credit' columns are empty. The bottom of the window has a blue bar with 'Calculator', 'ODBC Server', and 'Ctrl +'. A vertical menu on the right side contains various options: Help, Web Browser, Upload, E-Mail, Export, Print, F1: Inventory Buttons, F2: Date, F3: Company, F4: Contra, F5: Payment, F6: Receipt, F7: Journal, F8: Sales, E.g: Credit Note, F9: Purchase, F9: Debit Note, F10: Rev. Jmrl, E10: Memos, Post-Dated, Optional, F11: Features, F12: Configure. Arrows point from the following labels to specific parts of the window: 1. Vouchr type & No. points to the 'Payment' button; 2. Voucher body part points to the 'Particulars' column; 3. Amount points to the 'Debit' column; 4. Narration Space points to the 'Narration :' text; 5. Button bar points to the vertical menu on the right.

Particulars	Debit	Credit
By		
Narration :		

1. Vouchr type & No.

2. Voucher body part

3. Amount

4. Narration Space

5. Button bar

Types Of Vouchers

- 1. Receipt Voucher**
- 2. Payment Voucher**
- 3. Contra Voucher**
- 4. Sales Voucher**
- 5. Purchase Voucher**
- 6. Journal Voucher**

CONCLUSION

Thus it can be concluded that the tally software is very useful to every business manager to provide various reports to government and stake holders. It save time, energy and increase efficiency in business organization

Bibliography

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2. *Dr. V. S. Patil, Corporate Accounting*
3. *Jain and Narang, Advanced Accounting*
4. *ICAI Guidelines*
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THANK YOU