

# Computerized Accounting for Efficiency

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At the end of this session, you will be able to:

- Understand the mechanism behind Computerized Accounts – How the system works?
- Demonstrate how to enter information and have output from Tally software.
- How it will be possible to adopt Tally or any other software in Govt. departments?

# Accounting Information Systems

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graph TD; A[Accounting Information Systems] --> B[Basic Concepts of Accounting Information Systems]; A --> C[Subsidiary Ledgers]; A --> D[Special Journals];
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## Basic Concepts of Accounting Information Systems

- Computerized accounting systems
- Manual accounting systems

## Subsidiary Ledgers

- Example
- Advantages

## Special Journals

- Sales journal
- Cash receipts journal
- Purchases journal
- Cash payments journal
- Effects of special journals on general journal

## Basic Concepts of AIS

The **accounting information system (AIS)** collects and processes transaction data and communicates financial information to decision makers.

Includes:

- All steps in the accounting cycle.
- Documents that provide evidence of transactions.
- Manual or computerized accounting system.

*SO 1 Identify the basic concepts of an accounting information system.*

# Basic Concepts of AIS

## Computerized Accounting Systems

- Software programs (functions include sales, purchases, receivables, payables, cash receipts and disbursements, and payroll).
- Generate financial statements.
- Advantages:
  - Typically enter data only once.
  - Many human errors are eliminated.
  - More timely information.

*SO 1 Identify the basic concepts of an accounting information system.*

# Tally Software – The Mechanism

Assets

Capital

Liabilities

Incomes

Expenses

# Tally Software – The Mechanism

## Inputs

- Basic information regarding ledgers and inventory used in your department
- Voucher Entries

## Outputs

- Trial Balance, Financial Statements, and Analytical Statements
- Printing Cheques, Statements, and updated ERP oriented documents