## **ACCOUNTANCY**

# Computerised Accounting System Textbook for Class XII





## **ACCOUNTANCY**

# Computerised Accounting System Textbook for Class XII



राष्ट्रीय शैक्षिक अनुसंधान और प्रशिक्षण परिषद् NATIONAL COUNCIL OF EDUCATIONAL RESEARCH AND TRAINING

#### 12127 - ACCOUNTANCY (COMPUTERISED ACCOUNTING SYSTEM)

Textbook for Class XII

ISBN 978-93-5007-026-0

#### First Edition

January 2010 Magha 1931

#### Reprinted

March 2015 Phalguna 1936
December 2015 Pausa 1937
February 2017 Magha 1938
December 2017 Agrahayana 1939
February 2019 Magha 1940
September 2019 Bhadrapada 1941

#### PD 30T BS

© National Council of Educational Research and Training, 2010

₹ 180.00

Printed on 80 GSM paper with NCERT watermark

Published at the Publication Division by the Secretary, National Council of Educational Research and Training, Sri Aurobindo Marg, New Delhi 110 016 and printed at

.....

#### **ALL RIGHTS RESERVED**

- No part of this publication may be reproduced, stored in a retrieval system or transmitted, in any form or by any means, electronic, mechanical, photocopying, recording or otherwise without the prior permission of the publisher.
- This book is sold subject to the condition that it shall not, by way of trade, be lent, re-sold, hired out or otherwise disposed of without the publisher's consent, in any form of binding or cover other than that in which it is published.
- ☐ The correct price of this publication is the price printed on this page, Any revised price indicated by a rubber stamp or by a sticker or by any other means is incorrect and should be unacceptable.

### OFFICES OF THE PUBLICATION DIVISION, NCERT

NCERT Campus Sri Aurobindo Marg New Delhi 110 016

108, 100 Feet Road Hosdakere Halli Extension Banashankari III Stage

Bengaluru 560 085

Navijivan Trust Building

P.O.Navjivan
Ahmedabad 380 014

CWC Campus Opp. Dhankal Bus Stop Panihati

Kolkata 700 114

CWC Complex Maligaon Guwahati 781 021 Phone: 079-27541446

Phone: 011-26562708

Phone: 080-26725740

Phone: 033-25530454

Phone: 0361-2674869

#### **Publication Team**

Head, Publication

: Anup Kumar Rajput

Division

Chief Editor : Shveta Uppal

Chief Production

Officer

: Arun Chitkara

Chief Business

: Vipin Dewan

Manager (In charge)

Production Assistant : .....

#### Cover

Karan Chadha

#### **F**OREWORD

The National Curriculum Framework (NCF), 2005, recommends that children's life at school must be linked to their life outside the school. This principle marks a departure from the legacy of bookish learning which continues to shape our system and causes a gap between the school, home and community. The syllabi and textbooks developed on the basis of NCF signify an attempt to implement this basic idea. They also attempt to discourage rote learning and the maintenance of sharp boundaries between different subject areas. We hope these measures will take us significantly further in the direction of a child-centred system of education outlined in the National Policy on Education (1986).

The success of this effort depends on the steps that school principals and teachers will take to encourage children to reflect on their own learning and to pursue imaginative activities and questions. We must recognise that, given space, time and freedom, children generate new knowledge by engaging with the information passed on to them by adults. Treating the prescribed textbook as the sole basis of examination is one of the key reasons why other resources and sites of learning are ignored. Inculcating creativity and initiative is possible if we perceive and treat children as participants in learning, not as receivers of a fixed body of knowledge.

These aims imply considerable change in school routines and mode of functioning. Flexibility in the daily time-table is as necessary as rigour in implementing the annual calendar so that the required number of teaching days are actually devoted to teaching. The methods used for teaching and evaluation will also determine how effective this textbook proves for making children's life at school a happy experience, rather than a source of stress of boredom. Syllabus designers have tried to address the problem of curricular burden by restructuring and reorienting knowledge at different stages with greater consideration for child psychology and the time available for teaching. The textbook attempts to enhance this endeavour by giving higher priority and space to opportunities for contemplation and wondering, discussion in small groups, and activities requiring hands-on experience.

The National Council of Educational Research and Training (NCERT) appreciates the hard work done by the textbook development committee responsible for this book. We wish to thank the Chairperson of the advisory group in Social Sciences Professor Hari Vasudevan and the Chief Advisor for this book, Professor G.C. Maheshwari, Dean, Institute of Management Studies, M.S. University Baroda for guiding the work of this committee. Several teachers contributed to the development of this textbook; we are grateful to their principals for making this possible.

We are indebted to the institutions and organisations which have generously permitted us to draw upon their resources, material and personnel. We are especially grateful to the members of the National Monitoring Committee, appointed by the Department of Secondary and Higher Education, Ministry of Human Resource Development under the Chairpersonship of Professor Mrinal Miri and Professor G.P. Deshpande, for their valuable time and contribution. As an organisation is committed to the systemic reform and continuous improvement in the quality of its products, NCERT welcomes comments and suggestions which will enable us to undertake further revision and refinement.

New Delhi December 2009 Director
National Council of Educational
Research and Training

#### TEXTBOOK DEVELOPMENT COMMITTEE

CHAIRPERSON, ADVISORY COMMITTEE FOR TEXTBOOKS IN SOCIAL SCIENCES AT SENIOR SECONDARY LEVEL

Hari Vasudevan, *Professor*, Department of History, University of Calcutta, Kolkata

#### CHIEF ADVISOR

G.C. Maheshwari, *Professor and Dean*, Faculty of Management Studies, M.S. University, Baroda, Vadodara, Gujarat

#### **Members**

B.R.K. Pillai, *Director*, Central Water Commission, R.K. Puram, New Delhi

Sameer Kaushik, Lecturer in Commerce, C-320, Lohia Nagar, Ghaziabad, U.P.

Sanjay Vij, *Professor and Director* (CE/IT/MCA), Sardar Vallabhbhai Patel Institute of Technology, Vasad, Gujarat

R.S. Pandya, *General Manager* (HR), Vadodara Manufacturing Division, Reliance Industries Limited, Vadodara, Gujarat

#### Member-Coordinator

Shipra Vaidya, *Professor of Commerce*, Department of Education in Social Sciences, NCERT, New Delhi

#### **ACKNOWLEDGEMENTS**

The National Council of Educational Research and Training acknowledges the valuable contributions of the *Textbook Development Committee* which took considerable pains in the development and review of the manuscript as well.

We are thankful to Dr. G.P. Singh, *Director*, Beri Institute of Information Technology, Ghaziabad and Dr. Surrender Kumar, *Reader*, PGDAV College, Delhi University for their academic support in developing this textbook.

Special thanks are due to Savita Sinha, *Professor and Head*, Department of Education in Social Sciences, NCERT for her support, during the development of this book.

We are thankful to Microsoft Inc. and Tally Solutions for permitting us to use the templates of MS Excel and MS Access-2007 as a sample included in the text.

The Council acknowledges the efforts of *Computer Incharge*, Dinesh Kumar; *DTP Operators*, Anil Sharma and Basudev Tripathy; and *Copy Editor*, Mrs. Mamta Gaur.

The contribution of APC-Office, administration of DESS, Publication Division are also duly acknowledged.

### **CONTENTS**

	Foreword	υ
CHAPTER 1	OVERVIEW OF COMPUTERISED ACCOUNTING SYSTEM	1
1.1	Computerised Accounting System	2
1.2	Components of CAS	3
1.3	Salient Features of CAS	4
1.4	Grouping of Accounts	4
1.5	Using Software of CAS	10
1.6	Advantages of CAS	10
1.7	Limitations of CAS	11
1.8	Accounting Information System (AIS)	11
CHAPTER 2	SPREADSHEET	17
2.1	Basic Concepts of Spreadsheet	18
2.2	Data Entry, Text Management and Cell Formatting	47
2.3	Data Formatting	56
2.4	Output Reports	67
2.5	Preparation of Reports Using Pivot Table	69
2.6	Common Errors (Messages) in Spreadsheet	73
CHAPTER 3	USE OF SPREADSHEET IN BUSINESS APPLICATIONS	87
3.1	Payroll Accounting	87
3.2	Asset Accounting	93
3.3	Loan Repayment Schedule	99
CHAPTER 4	GRAPHS AND CHARTS FOR BUSINESS DATA	105
4.1	Graphs and Charts	105
4.2	Basics Steps for Graphs/Charts/Diagrams Using Excel	107
4.3	Advantages in Using Graph/Chart	117
CHAPTER 5	DATA BASE MANAGEMENT SYSTEM FOR ACCOUNTING	125
5.1	Understanding and Defining the Database Requirement	126
5.2	Identification of Data to be Stored in Tables	128
5.3	Logical Structuring of Data in Tables	130
5.4	Creating Database Tables in Microsoft Access	134
5.5	Creation of Query in Microsoft Access	142
5.6	Creation of Forms in Microsoft Access	147
5.7	Creation of Reports in Microsoft Access	150

