COURSE I – BASICS OF FINANCIAL ACCOUNTING AND ACCOUNTING SOFTWARE

Learning Objectives: The course aims to achieve following objectives-

1. To familiarize the students with concepts and applications of accounting principles to select business firms.

2. To equip with the understanding of counting process and preparation of final accounts.

3. To ensure the understanding of the subsidiary books and accounting softwares

Course Content:

Unit -I -Introduction and Accounting Process: Financial Accounting - Meaning – Definition – Functions - Advantages and Limitations – Users of Accounting Information – Principles of Accounting- Concepts and Conventions - Branches of Accounting – Accounting System- Types of Accounts – Accounting Cycle: Journal- Ledger and Trial Balance. (Including problems)   **Subsidiary Books** Meaning –Types - Purchases Book - Sales Book - Purchases Returns Book - Sales Returns Book – Bills Receivables Book - Bills Payables Book - Single Column, Two Column, Three Column and Petty Cash Book - Journal Proper. (Including problems)
Unit -II   Depreciation and Final account including adjustments
Unit III   **Accounting using Tally**: Creation of Company Gateway of Tally Menu Buttons, Features and Continuation; Accounting Group Ledger, Cost Category, Currency.   **Voucher and Entry in Books of Accounts**: Voucher Types and Classes; Accounts

Vouchers; Reversing Journal; Memorandum Voucher, Optional Voucher, Post-dated Voucher, Selection of voucher type for transactions; Vouchers for income and Expenditure .Vouchers Entry: Voucher Number and date settings, Voucher entry with more than one debit or credit accounts, Editing and deleting a voucher, Printing of Voucher and Cheque. **Accounting Vouchers-** Receipts Vouchers, Payment Vouchers, Purchase Vouchers Sales Vouchers, Contra Vouchers, Journal Vouchers Debit Note, Credit Note, Memorandum Vouchers
Unit -IV **ERP -**A Finance Perspective: Role of ERP in Finance, Accounting and Finance Processes: Cash management; Capital budgeting, Features of ERP Financial Module, Benefits of ERP Financial Module, Sage AccpacERP – A Financial ERP Tool, Benefits of ERP in Financial Accounting
Unit -V Accounting Database Management: Use of MS Excel and other software packages such as QuickBooks India, Zoho Books, MargERP 9+, Vyapar, myBooks.

Suggested Readings

1. Accountancy-I: Haneef and Mukherjee, Tata McGraw Hill Company.

2. Principles & Practice of Accounting: R. L. Gupta & V. K. Gupta, Sultan Chand.

3. Accountancy-I: S.P. Jain &K.LNarang, Kalyani Publishers

4. Bansal, Enterprise Resource Planning, Pearson

5. Maidasani,Dinesh.*MasteringTally*:FirewallMedia

6. *TallyEducationPvt Ltd.Official Guideto FinancialAccounting usingTallyERP9 withGST*

7. *TallyERP9bookadvanceduser*,SwayamPublication(www.tallyerp9book.com)

8. Tarang, *TallyERP9.* ComputerWorldPublications.