Certificate course in Computer Aided Accounting

Course Summary:

This course is designed to prepare technicians with specialized skills, knowledge and attitude to work in finance and accounting field .

Course Objective:

To impart In-depth knowledge of accounting and finance

Codification and Grouping of Accounts

To provide Training on computer accounting

To impart an understanding on how to prepare business transactions report

Course Structure:

Course Name	Credits
BASICS OF COMPUTERIZED ACCOUNTING	6
APPLICATIONS OF TALLY IN ACCOUNTING	6
DIGITALIZED FINAL ACCOUNTS	6
Total Credits	**18**

Course Eligibility: Any under graduate/graduate/post graduate for any recognized University

Course Duration: 6 Months

Credit : 18

COURSE I – BASICS OF COMPUTERIZED ACCOUNTING

Learning Objectives: The course aims to achieve following objectives-

1. Employ critical thinking skills to analyze financial data as well as the effects of differing financial accounting methods on the financial statements.
2. To learn accounting with tally so that the same could be maintained accurately
3. To increase learner's knowledge in accounting and to recognize and understand ethical issues related to the accounting profession.

Course Content:

SECTION A
Unit -I - Basic Accounting:
Accounting – an Introduction, Accounting concepts & conventions, Accounting Equation, Journal & Ledger, Cash Book, - Special Purpose Books, Bank Reconciliation Statement
Unit -II
Bill of Exchange, Trial Balance, Errors & Rectification, Depreciation, Provisions & Reserves
Unit-III
Computerized Accounting Systems: Basics of Computerized accounting systems- Meaning, Importance; Difference between computerized, accounting and manual accounting; Scope of Computerized Accounting, Computerized Accounting Software, Software programs for computerized accounting.
SECTION -B
Unit -IV– Computerized Accounting Systems—
Computerized Accounts by using any popular accounting software : Creating a Company; Configure and Features settings; Creating Accounting Ledgers and Groups; Creating Stock Items and Groups; Vouchers Entry.

Unit -V – Company Accounts –
Discount Management- Cash Discount, Trade Discount, Vouchers Types, Back up, Restore
Bill wise details, Interest; Money Receipt and Cheques, Debit and Credit Notes Creating and Configuring New Company Accounts: Account masters 'maintenance, Account vouchers maintenance, inventory master's maintenance
Unit -VI
Factors, affecting selection of suitable Computerized accounting software; Procurement and installation of Computerized accounting software,
Accounting Database Management: Use of MS Excel and other software packages such as QuickBooks India, Zoho Books, MargERP 9+, Vyapar, myBooks.

Suggested Readings:

1. Agarwal, Garima. *Computerised Accounting:* Himalaya Publishing House.

2. Chheda, Rajesh. *Learn Tally. ERP 9 with GST and E-way Bill:* Ane's Student Education.

3. Grewal, T.S. *Introduction to Accountancy.* S. Chand and Co.

4. Gupta, R.L and Gupta, V.K. *Principles and Practice of Accounting.* Sultan Chand & Sons.

5. Haneef and Mukerjee. *Accountancy I.* Tata McGraw Hill Company.

6. Jain, S.P. and Narang, K.L. *Accountancy I,* Kalyani Publishers.

7. Jawahar Lal. *Financial Accounting.* Himalaya Publishing House.

8. Maidasani, Dinesh. *Mastering Tally*: Firewall Media

9. Nathani, Asok K. *Tally ERP 9 Training Guide.* BPB Publications

10. Sahgal, Deepak. *Fundamentals of Financial Accounting*. Tax Man Publication.

11. Tally Education Pvt Ltd. *Official Guide to Financial Accounting using Tally ERP 9 with GST*

12. *Tally ERP 9 book advanced user*, Swayam Publication (www.tallyerp9book.com)

13. Tarang, *Tally ERP 9*. Computer World Publications.

14. Tulsiani, *Accountancy I:* Tata McGraw Hill Company

15. Yogeshwran, G. *Computerised Accounting*. PBP Publications.

COURSE II - APPLICATIONS OF TALLY IN ACCOUNTING

Learning Objectives: The course aims to achieve following objectives-

1. Analyse and resolve security issues in networks and computer systems to secure an IT infrastructure.
2. Design, develop, test and evaluate secure software.
3. Develop policies and procedures to manage enterprise security risks.
4. Evaluate and communicate the human role in security systems with an emphasis on ethics, social engineering vulnerabilities and training.
5. Interpret and forensically investigate security incident.

Course Content:

SECTION A
Unit I – Introduction: Tally Origin-General features, Accounting Features, Inventory features, Starting tally, Startup screen component, processing icons, Multilingual feature of tally – Quit tally.
Unit II – Accounting in Tally– , Create Company ,Alter & Display Groups and Ledgers., All Accounting Voucher Types, Accounting and Voucher transaction, Account Invoice transaction Create, Alter & Delete Budgets for groups, ledgers & Cost center, Defining credit limit &credit period, Display Budgets and variances, create alter and delete a scenario Journals transaction payment voucher go down summary
Unit III – Taxation in Tally and GST– (a) GST, Purchase vouchers, with GST, sales voucher with GST, GST returns and payments   (b) Party Leader analysis. MIS – Purchase, Sales, Stock analysis and reports. cash and bank reports. Search, fitter and sorting. Financial Reports, Multiple Languages, Export-import back-up and restore, TDS, TCS. Printing Reports.

SECTION B
Unit IV - . Voucher Entry in Tally ERP-9 Accounting Vouchers, inventory vouchers. Invoicing. Pay-roll accounting. Advanced Applications of Tally ERP-9 (a) Bill-wise details, cost centres, cost categories, voucher class and cost centre class, Bank reconciliation, Multiple currencies, interest calculations, Budgeting and Budgetary control, scenario analysis and optional vouchers. **(b)** Advanced inventory control and Management
Unit V Inventory Control: Maintaining Inventory of some firm/organization, Trial Balance, Profit and Loss account, Balance Sheet, Bank Reconciliation Statement, Advance Accounting in Tally, Import / Export Data with Excel. Security Control in Tally.ERP 9
Unit VI – Data Security and Audit– (a) Data Security. Short-cuts keys, Data synchronization, Finalization entries (b) Tally Audit – Types of Audits, How to draft reports. Tally Audit Controls

Suggested Readings:
1. Fundamental of computer - P.K.Sinha
2. Internet Web Technology E- Commerce - Nitin K Naik Kamal Prakashan
3. Makhan laql chaturwedi vishavvidhyalaya- Maruti "Prakashan.

COURSE III - DIGITALIZED FINAL ACCOUNTS

Learning Objectives:

1. The course provides an introduction to basic information and communication technology related to transaction execution, accounting and financial management.
2. The course also includes the accounting regulations and accounting organization, including IT security and internal control of accounting processes.
3. The course contributes to meeting the demands to become an authorized accountant.

Course Content:

SECTION A
Unit-I: Electronic data capture: using electronic data capture software to upload supplier receipts and customer invoices categorising expenses to the correct accounts code, ,reviewing and rectifying or resubmitting rejected documents submitting transactions to the linked cloud accounting general ledger.
Unit–- II Payroll. EPF liability, Filing of PF return, ESIC computation, tax computation, Profession tax liability
Unit – III SAP- Financial: ERP, Enterprise structure, Financial accounting, Bank accounting, Management of vendor and customer, Asset accounting
SECTION B
Unit IV: Final Accounts OF sole proprietor and Partnership firm   Meaning - Preparation of Trading Account – Profit and Loss Account – Balance Sheet – Closing Entries – Adjustment Entries – Provisions – Receipts and Payment Statement – Income and Expenditure Statement - Difference between Departments and Branches – Advantages – Special Features – Basis of Allocation and Apportionment of Expenses – Inter-departmental transfer at cost and sales price.
Unit –V   **Corporate Banking**   Introduction – Bank Pass Book – Negotiable Instruments – Cheque – Discounting of Cheques –Cheque presentment – Cheque dishonored – Current Account – Overdraft – Cash credit – Bank-reconciliation Statement – Internet banking – RTGS – NEFT

Suggested Readings:

1. Financial Accounting by Mr.R.L.Gupta

2. Accounting for Business by Genesis