ASB-04: Accounting Packages (3 Credits – 75 Marks)

Course Objective: To equip students with software skills in financial accounting, analysis and taxation.

Learning Outcomes:
At the end of this course the student should be able to:

(i) Prepare financial statements for a small business using MS Excel and Tally software packages.
(ii) Perform financial analysis for a small business using MS Excel and Tally software packages.
(iii) Prepare payroll system for a small business using MS Excel and Tally software packages.
(iv) Prepare tax planning templates for small business using MS Excel software package.

Module I: Financial Analysis using MS Excel (20 Marks – 15 lectures)
Preparing Financial Statements, Goal Seek feature, Scenario Manager, Using financial functions,

Module II: Accounting and Taxation using Tally ERP (25 Marks – 15 lectures)
Company Creation, Company Features and Configurations, Groups and Ledgers, Voucher creation, Voucher class, Entry of transactions, Financial Statements, VAT and Service Tax, TDS, Inventory Valuation.

Module III: Financial Analysis using Tally ERP (15 Marks – 10 lectures)
Preparing budgets, Cost centres and cost categories, Ratio analysis, Analysis of receivables and payables.

Module IV: Payroll Management using Tally ERP (15 Marks – 5 lectures)
Creating employee database, Creating salary structure, PF and ESI features.

References: