

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:

1. Harvey, G., *Microsoft Excel for Dummies*, Wiley India Pvt. Ltd., New Delhi.
2. Walkenbach, J., *Microsoft Excel Bible*, Wiley India, Pvt. Ltd., New Delhi.
3. Duchac, Warren and Reeve, *Financial and Managerial Accounting Using Excel*, Cengage Learning, New Delhi.
4. Nadhani and Nadhani, *Implementing Tally 9.ERP*, BPB Publications, New Delhi.
5. Nadhani, A., *Tally 9.ERP Made Simple: Basic Financial Accounting*, BPB Publications, New Delhi.