

COMPUTERISED ACCOUNTING SYSTEM (Practical)

Full Marks 100

Unit-1: Computerized Accounting Package: Using Generic Software [50 Marks, Class: 50]

(a) Company creation, ledger creation, order processing, accounting voucher, inventory voucher, memorandum voucher, invoicing, multiple godown handling, Transfer of materials across godowns, Bank Reconciliation.

(b) Cost Centre, Cost Category, Bill of Material (BoM), Budget and Controls.

(c) Payroll Accounting.

(d) TDS, GST.

(e) Back up & Restore, Export and Import data.

Unit 2: Introduction to Computerized Accounting System using DBMS [20 Marks, Class: 25]

Designing Computerized Accounting System using DBMS Package. Creating a Financial Report with Form wizard, Query and Report.

Unit-3: Introduction to Business Model using Electronic Spreadsheet [30 Marks, Class: 25]

(a) Introduction to spreadsheet functions Using Business Model Building - Logical, Statistical and Mathematical Functions.

(b) Designing Basic Financial Model Using electronic spreadsheet .

References:

- *Information Technology for Management; Ramesh Behl; TMH.*
- *Excel Models for Business Operation Management; John Barlow; Wiley.*
- *Data Analysis and Business Modelling Using Microsoft Excel- Manohar Hansa Lysander; PHI.*
- *Using Excel for Business Analysis a Guide to Financial Modelling Fundamentals Edition Revised for Excel 2013; Danielle Stein Fairhurst; Wiley.*