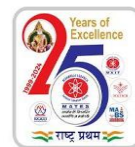**Maharaja Agrasen Institute of Management Studies**
(A unit of Maharaja Agrasen Technical Education Society)
Affiliated to GGSIP University; Recognized u/s2(f) of UGC
NAAC Accredited with Grade "A++"
Recognized by Bar Council of India; ISO 9001:2015 Certified Institute
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Under the Aegis of IQAC

Skill Enhancement Certificate Course
Accounting Software for Business 3.0
November-January, 2023-2024
Date of Commencement: 16-11-2023
(Online Mode- Tally Prime)
No. of Students participated: 200

Report

From basic invoicing and billing, to tax calculations and project management, accounting software is an essential tool for everyone's business' financial data. It also helps manage clients, reconcile bank accounts, and generate insightful financial reports that help your business grow smoothly and continuously. Using accounting software helps companies to use the resources in their accounting departments efficiently, and can reduce costly bookkeeping mistakes. Many companies have now been looking for a skilled professional, who possess knowledge of accounting software, data presentation & working on payroll services. Thus, it encouraged the seasoned faculty of MAIMS to design a skill enhancement course on accounting software for pursuing graduation students.

This Certification Course was the initiative taken under the aegis of IQAC and the course was started for all the undergraduate students across the country. Prime objective of the course was to equip the students with the basics of financial recording data in accounting software. Specifically, the course covered in-depth lessons for recording vouchers, creating ledgers, creation of stock groups and generating financial reports. A total of 200 students enrolled in the course. The course was of 30 hours, divided in 20 sessions of one hour thirty minutes each. Every session was followed with a practical assignment related to it. After the completion of the week (3 sessions), a feedback form was floated to get the viewpoint of the

students. The students were assessed based on the assignment submitted, MCQ test, Attendance and feedback forms submitted.

It was a great learning experience for the students as well as for the faculty. The sessions were conducted by Dr. Ekta Dargan, Dr. Shallu Aggarwal Goel, Dr. Nisha Jindal, Dr. Monica Sharma and Ms. Shweta Goel. Certificates were given only to such students who successfully qualified all the four parameters, namely, attendance, feedback forms, assignments, and quizzes.

The credit for this ambitious initiative goes to Dr. Manoj Verma (HOD, Business Administration) & his team, who worked under the able guidance of the Prof.(Dr.) Rajni Malhotra Dhingra. Director, MAIMS. Their constant support and encouragement helped in successful accomplishment of this program.

*Convener – Dr. Ekta Dargan, Sr. Assistant Professor
** Co- Convener- Dr. Shallu Aggarwal Goel, Assistant Professor

About the Course

This course is designed to impart knowledge regarding concepts of Financial Accounting Tally is an accounting package which is used for learning to maintain accounts. Online Tally course is practical and interactive. During the session, each Student will work through exercises and practice using the various Tally features covered during the course.

Using accounting software can help you save time and money**,** and offer you valuable insight into your business. If you choose the package carefully, investing in a computerized accounting system can be one of the best decisions you can make for your business. There are many benefits of accounting software like simple data entry, fast processes, automation of reports and analysis, automation of tasks, reduction of errors and integration with other systems. Many companies have now been looking for a skilled professional, who possess knowledge of accounting software, data presentation & working on payroll services. The students would be able to become employable in this fast-growing new age field by demonstrating the skills learnt through this course.

Objectives of the Course:

- Grasp keyboard shortcuts to improve speed and efficiency.
- Become well-versed with the accounting software shortcuts
- Master various intermediate and advanced accounting software functions.

- Produce high quality & dynamic reports for data presentations

Course content:

This course is organized into 15 sessions as per details below:

S.No	Topic	Resource Person
1	**Introduction to Accounting, Software Installation and Company Creation**	Ms. Shweta Goel
2	**Creation/Alteration of ledgers/Multiple Ledgers/Groups/ Multiple Groups**	Ms. Shweta Goel
3	**Ledger Creation with Trial Balance**	Dr Shallu Aggarwal Goel
4	**Types of Accounting Vouchers in Accounting Software**	Dr. Monica Sharma
5	**Journal Entries with Day Book**	Dr. Nisha Jindal
6	**Trial Balance with Transactions**	Dr. Nisha Jindal
7	**Bank Reconciliation in Tally**	Dr Shallu Aggarwal Goel
8	**Creation of Financial Reports**	Dr.Ekta Dargan
9	**Creation of Inventory Masters**	Dr.Ekta Dargan
10	**Unit of Measure and Recording Stock Items**	Dr.Ekta Dargan
11	**Godown Creation with practical example**	Dr. Monica Sharma
12	**Understanding Ratio Analysis**	Dr. Nisha Jindal
13	**Payroll Services in Accounting Software**	Dr.Monica Sharma
14	**Accounting With GST**	Dr Shallu Aggarwal Goel
15	**Inventory Management with GST**	Ms. Shweta Goel
16	**Taxation System with GST**	Dr. Ekta Dargan
17	**Advance Features of Accounting Software**	Dr. Shallu Aggarwal
18	**Printing & Housekeeping, Backup & Restore, Tally Vault**	Dr. Nisha Jindal
19	**Exporting and Importing Data in Tally and Short-cuts**	Dr. Monica
20	**Overall Exercise**	Ms Shweta Goel

Course Outcomes:

- Students will be able to analyze and work with financial data and generating financial reports.
- Students will know the concepts of Financial Accounting Tally
- Students will be able to use the software for payroll services
- Students will also be able to use the software for invoicing

The certification course was conducted from November 21st, 2023 to January 04th, 2024 via the online platform of Google Meet. The duration of the course was 30 hours along with the two MCQ quizzes & 20 assignments. Each class consists of a one hour and thirty minutes session along with the videos, a practice exercise, a quiz, and a reference guide. Classes were scheduled for thrice a week.

Following is the criteria based on which students are eligible for the certification:

- Attending regular classes using a laptop.
- Submission of all Assignments.
- Participation in all Quizzes.
- Submission of the feedback form on a timely basis.

Total Sessions: 20 of 1.5 hour each
Total number of enrolled students: 100
Total number of students certified: 100