



Maharaja Agrasen Institute of Management Studies

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Date: February 21, 2025

Skill Enhancement Certificate Course

Academic Year 2024-25

Name of the Event: Accounting Software for Business 4.0

Organising Unit: Department of Business Administration

Date of the event: February-March 2025

Time of the event: 3PM to 5 PM

Location: Online Mode- Tally Prime

Number of participants: 200

Report

Accounting software is a vital tool for every business's financial data, from basic billing and invoicing to tax computations and project management. Additionally, it facilitates client management, bank account reconciliation, and the creation of informative financial reports that support the steady and seamless expansion of any company. Using accounting software helps organizations to use the resources in their accounting departments efficiently, and can avoid costly bookkeeping mistakes. Many companies have now been looking for a trained professional, who hold understanding of accounting software, data presentation & working on payroll services. Therefore, it inspired MAIMS experienced faculty to create a course on accounting software for students pursuing graduation.

This Certification Course was launched under the auspices of IQAC and was intended for all undergraduate students throughout the country. The primary aim of the course was to provide students with foundational knowledge in financial data recording using accounting software. Specifically, the curriculum included detailed lessons on recording vouchers, establishing ledgers, creating stock groups, and producing financial reports. A total of 200 students signed up for the course. The course spanned 30 hours, divided into 20 sessions, each lasting one hour and thirty minutes. Every session concluded with a practical assignment relevant to the topic covered. Following the completion of each week (3 sessions), a feedback form was distributed to gather students' opinions. The students were assessed based on the assignment submitted, MCQ test, Attendance and feedback forms submitted.

It proved to be an invaluable learning opportunity for both the students and the faculty. The sessions were led by Dr. Ekta Dargan, Dr. Shallu Aggarwal Goel, Dr. Monica Sharma, Ms. Shweta Goel and Dr. Shikha. Certificates were awarded solely to those students who met all four criteria: attendance, feedback forms, assignments, and quizzes.

The success of this ambitious initiative is attributed to Dr. Manoj Verma (HOD, Business Administration) and his team, who operated under the expert guidance of Prof. (Dr.) Rajni Malhotra Dhingra, Director of MAIMS. Their ongoing support and encouragement played a crucial role in the successful implementation of this program.

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

**** Co- Convener- Dr. Monica Sharma, Associate Professor, Ms. Shweta Goel, Assistant Professor**

About the Course

This course aims to provide understanding of the principles of Financial Accounting. Tally is an accounting software that facilitates the learning of account management. The online Tally course is hands-on and engaging. Throughout the sessions, every student will engage in exercises and apply the different Tally features discussed during the course.

Utilizing accounting software can enable you to conserve time and resources, while providing insightful information about your business. When selected wisely, investing in a computerized accounting solution can be one of the most beneficial choices for your enterprise. Numerous advantages come with using accounting software, such as straightforward data entry, quick processing, automated reporting and analysis, task automation, decreased errors, and compatibility with other systems. A growing number of companies are seeking skilled professionals who are knowledgeable in accounting software, data presentation, and payroll services. By showcasing the skills acquired through this course, students can enhance their employability in this rapidly expanding field.

Objectives of the Course:

- Learn keyboard shortcuts to enhance your speed and efficiency.
- Familiarize yourself with the shortcuts specific to accounting software.

- Achieve proficiency in a range of intermediate and advanced functions within accounting software.
- Create high-quality and 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. Shikha Gupta
6	Trial Balance with Transactions	Dr. Shikha Gupta
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. Shikha
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. Shikha Gupta
19	Exporting and Importing Data in Tally and Short-cuts	Dr. Monica Sharma
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 February 21st, 2025 to March 29th, 2025 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: 200

Total number of students certified: 200