MANGALMAY
INSTITUTE OF MANAGEMENT TECHNOLOGY
—— Greater Noida ——

NAAC
ACCREDITED
2020

22 YEARS

ADD ON
CERTIFICATION PROGRAM
on
Computerized Accounting

BBA 3rd Year students

Date: 3rd October, 2023 to 25th October, 2023
Time: 2:00 PM - 4:00 PM | Venue: Computer Lab, B Block

Coordinator:
Mr. Sachin Kumar

Resource Person
Mr. Tanay Ojha

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Mangalmay Institute of Management Technology
Greater Noida (U.P.)

Date: 28.09.2023

NOTICE

Mangalmay Institute of Management and Technology is conducting the Add on Certification Program for BBA 3rd Year (Finance) Students.

The details of certification course are as under:

Topic   : Computerized Accounting

Date   : 3.10.2023 to 25.10.2023

Time   : 2:00 pm to 4:00 pm

Venue   : Computer Lab, B- Block

Coordinator   : Mr. Sachin Kaumar, Assistant Professor

Resource Person   : Mr. Tanay Ojha, Assistant Professor

Note: Registration is mandatory for the certification course

Associate Dean

MIMT

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Faculty members

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Syllabus

(30 Hours)

Module	Hours (Session)	Course Contents
Module 1	**6 Hours** (S1-S3)	**Fundamentals of Accounting** 1. **Concepts of Accounting** ○ **Concept, Objectives, Advantages, and Limitations** ○ **Definition of accounting** ○ **Objectives, advantages, and limitations** ○ **Types of accounting information and their needs** 2. **Qualitative Characteristics of Accounting Information** ○ **Relevance, reliability, comparability, and understandability** 3. **Role of Accounting in Business** ○ **Importance in financial decision-making** ○ **Role in business operations and compliance**
Module 2	**8 Hours** (S4-S7)	**Introduction to Computer Systems** 1. **Introduction to Computers** ○ **Elements of a Computer System** ○ **Hardware and software components** ○ **Capabilities and Limitations** ○ **Strengths and constraints of computer systems** 2. **Introduction to Software** ○ **Operating Software** ○ **Functions and types of operating systems** ○ **Utility Software** ○ **Tools for system maintenance and support** ○ **Application Software** ○ **Overview of application software, including Accounting Information Systems (AIS)** 3. **AIS as a Part of Management Information**

		Systems
		○ **Integration of AIS in broader management information systems**

Module 3	**6 Hours**
	
	(S8-S10)
		Computerized Accounting Basics
		
		1. **Computerized Accounting using Popular Accounting Software**
		   ○ **Overview of widely-used accounting software**
		2. **Creating a Company in Accounting Software**
		   ○ **Steps for setting up a new company profile**
		3. **Configuring and Setting Features in Accounting Software**
		   ○ **System configurations and feature settings for effective use**

Module 4	**6 Hours**
	
	(S11-S13)
		Accounting Entries and Report Generation
		
		1. **Creating Accounting Ledgers and Groups**
		   ○ **Setup of ledgers and account groups**
		2. **Creating Stock Items and Groups**
		   ○ **Managing inventory and creating stock items**
		3. **Vouchers Entry**
		   ○ **Recording transactions through vouchers**
		4. **Generating Reports**
		   ○ **Cash Book**
		   ○ **Report generation and analysis**
		   ○ **Ledger Accounts**
		   ○ **Maintaining and reviewing ledger accounts**
		   ○ **Trial Balance**
		   ○ **Preparation and interpretation of trial balances**
		   ○ **Profit and Loss Accounts**
		   ○ **Generation and analysis of profit and loss statements**
		   ○ **Balance Sheet**
		   ○ **Creating and understanding balance sheets**

Module 5	4 Hours
	
	(S14-S15)
		Advanced Accounting Functions
		
		1. **Funds Flow Statement and Cash Flow Statement**
		    ○ **Generating Funds Flow Statements**
		    ○ **Understanding the flow of funds within the business**
		    ○ **Generating Cash Flow Statements**
		    ○ **Analyzing cash inflows and outflows**
		2. **Selecting and Shutting a Company in Accounting Software**
		    ○ **Procedures for managing company files**
		    ○ **Backup and Restore Data**
		    ○ **Methods for data backup and restoration to ensure data integrity**

Schedule

Session	Content	Date	Hours
Computerised Accounting			
S1	**Concepts of Accounting** Definition of accounting, objectives, advantages, limitations, and types of accounting information and their needs.	3.10.2023	2:00 pm to 4:00 pm
S2	**Qualitative Characteristics of Accounting Information** Relevance, reliability, comparability, and understandability	4.10.2023	2:00 pm to 4:00 pm
S3	**Role of Accounting in Business** Importance in financial decision-making, role in business operations, and compliance.	5.10.2023	2:00 pm to 4:00 pm

S4	**Introduction to Computers** Elements of a computer system, including hardware and software components.	6.10.2023	2:00 pm to 4:00 pm
S5	**Capabilities and Limitations of Computer Systems** Strengths and constraints of computer systems.	9.10.2023	2:00 pm to 4:00 pm
S6	**Introduction to Software** Overview of operating software, functions and types of operating systems, utility software for system maintenance, and application software.	10.10.2023	2:00 pm to 4:00 pm
S7	**Accounting Information Systems (AIS) in Management Information Systems** Integration of AIS in broader management information systems.	11 .10.2023	2:00 pm to 4:00 pm
S8	**Computerized Accounting using Popular Accounting Software** Overview of widely-used accounting software	12 .10.2023	2:00 pm to 4:00 pm
S9	**Creating a Company in Accounting Software** Steps for setting up a new company profile	13 .10.2023	2:00 pm to 4:00 pm

S10	**Configuring and Setting Features in Accounting Software** System configurations and feature settings for effective use.	16 .10.2023	2:00 pm to 4:00 pm
S11	**Creating Accounting Ledgers and Groups** Setup of ledgers and account groups	17 .10.2023	2:00 pm to 4:00 pm
S12	**Creating Stock Items and Groups** Managing inventory and creating stock items	18.10.2023	2:00 pm to 4:00 pm
S13	**Voucher Entry** Recording transactions through vouchers and report generation	19 .10.2023	2:00 pm to 4:00 pm
S14	**Funds Flow Statement and Cash Flow Statement** Generating funds flow statements and analyzing cash inflows and outflows.	20.10.2023	2:00 pm to 4:00 pm
S15	**Selecting and Shutting a Company in Accounting Software** Procedures for managing company files, backup, and restore data to ensure data integrity	25 .10.2023	2:00 pm to 4:00 pm
	Assessment	27.10.2023	2:00 pm to 3:00 pm

Report	
Name of Activity	Computerized Accounting
Date	3.10.2023 to 25.10.2023
Venue	Computer Lab, Block B
Participation	BBA 6th Semester (Finance)
No. of Participants	30
Resource Person	Mr. Tanay Ojha
Activity Convener	Mr. Sachin Kumar
Objective	1. Proficiency in using popular accounting software for efficient financial management. 2. Skills to create and manage company files, ledger accounts, and financial transactions. 3. Knowledge to generate and interpret financial reports, enhancing decision-making processes within organizations.
Content	**Concepts of Accounting** **3.10.2023 (2:00 pm to 4:00 pm)** The session on October 3rd focused on foundational concepts of accounting, outlining its purpose and scope within business operations. It explored the objectives of accounting, emphasizing its role in maintaining systematic records, providing crucial financial information, and supporting decision-making processes. Additionally, the session delved into the advantages of computerized accounting over manual methods, such as enhanced accuracy, improved analysis capabilities, and increased accountability. However, it also highlighted limitations, including initial setup costs and the potential for data security concerns. Lastly, the discussion covered various types of accounting information and their specific requirements, distinguishing between financial accounting for external reporting and management accounting for internal decision support. **Qualitative Characteristics of Accounting Information** **4.10.2023 (2:00 pm to 4:00 pm)** On October 4th, the focus shifted towards the qualitative characteristics of accounting information and the broader role of accounting in business contexts. The session explored the essential qualities that accounting information should possess, including relevance, reliability, comparability, and

understandability. These characteristics ensure that financial reports are useful for stakeholders in making informed decisions. Moreover, the role of accounting in business operations was examined, highlighting its function in financial stewardship, performance evaluation, and strategic planning. This session underscored how accounting serves as a critical tool for monitoring financial health and guiding organizational strategies.

Role of Accounting in Business

5.10.2023 (2:00 pm to 4:00 pm) The session on October 5th provided an introduction to computer systems, covering their fundamental elements, capabilities, and inherent limitations. Participants gained insights into the hardware components of a computer system, such as the central processing unit (CPU), memory, storage devices, and various input/output devices. The discussion extended to software components, including operating systems (e.g., Windows, macOS, Linux) that manage these hardware resources efficiently. Moreover, the session addressed the capabilities of computer systems in terms of speed, automation, accuracy, and scalability, alongside the vulnerabilities and constraints associated with technology, such as dependence on electricity and susceptibility to cyber threats.

Introduction to Computers

6.10.2023 (2:00 pm to 4:00 pm) October 6th marked the introduction to operating software and its significance within the broader context of accounting information systems (AIS) as part of management information systems (MIS). The session elucidated the role of operating systems in facilitating the interaction between users and computer hardware, ensuring efficient management of resources and execution of software applications. Furthermore, utility software, including antivirus programs, backup utilities, and file management tools, was discussed for their critical functions in enhancing system security, data integrity, and operational efficiency. Participants gained insights into the pivotal role of AIS in processing accounting transactions, integrating financial data, and supporting strategic decision-making processes within organizations.

Capabilities and Limitations of Computer Systems

9.10.2023 (2:00 pm to 4:00 pm) The session on October 9th focused on practical application through computerized accounting using popular accounting software. Participants engaged in hands-on activities to explore the functionalities and benefits of computerized accounting systems, such as QuickBooks, Xero, or Sage. They learned how these software solutions automate routine accounting tasks, streamline financial reporting, and enhance data accuracy. The session emphasized the transition from traditional manual accounting methods

to computerized systems, highlighting the efficiency gains, real-time reporting capabilities, and improved decision support offered by modern accounting software.

Introduction to Software

10.10.2023 (2:00 pm to 4:00 pm) October 10th centered on the initial setup phase of computerized accounting software, focusing on creating a new company file. Participants were guided through the process of setting up company details, configuring initial settings such as currency and accounting periods, and establishing user access permissions. This session provided practical insights into the essential steps required to initiate a new accounting environment within software applications, ensuring participants were equipped to customize settings according to organizational requirements and operational preferences.

Accounting Information Systems (AIS) in Management Information Systems

11.10.2023 (2:00 pm to 4:00 pm) The session on October 11th delved into configuring software features and settings within the context of computerized accounting systems. Participants learned how to customize chart of accounts, define accounting ledgers and groups, and set up preferences for financial reporting and analysis. The session emphasized the importance of tailoring software configurations to align with organizational needs, ensuring accurate financial management and reporting capabilities within the chosen accounting software.

Computerized Accounting using Popular Accounting Software

12.10.2023 (2:00 pm to 4:00 pm) October 12th focused on practical exercises related to creating stock items and groups within computerized accounting software. Participants engaged in hands-on activities to define and categorize inventory items, establish stock groups for effective inventory management, and configure settings for tracking stock levels and costs. The session aimed to familiarize participants with inventory management functionalities within accounting software, enabling them to optimize inventory control processes and ensure accurate financial reporting.

Creating a Company in Accounting Software

13.10.2023 (2:00 pm to 4:00 pm) On October 13th, participants focused on practical skills in entering vouchers and recording financial transactions within computerized accounting software. They learned how to input sales, purchase, and expense transactions, allocate entries to appropriate ledger accounts, and ensure accuracy in financial data entry. The session emphasized the importance of timely and accurate voucher entry for maintaining up-to-date financial records, supporting

financial analysis, and facilitating compliance with accounting standards and regulatory requirements.

Configuring and Setting Features in Accounting Software

16.10.2023 (2:00 pm to 4:00 pm) The session on October 16th centered on generating cash book reports within computerized accounting software. Participants learned how to generate and interpret cash flow statements, analyze cash transactions over specific periods, and reconcile cash balances with bank statements. This session provided practical insights into cash management and liquidity monitoring, enabling participants to evaluate financial performance and make informed decisions based on cash flow analysis.

Creating Accounting Ledgers and Groups

17.10.2023 (2:00 pm to 4:00 pm) October 17th focused on ledger accounts and the preparation of trial balance reports within computerized accounting software. Participants engaged in activities to review ledger entries, reconcile account balances, and prepare trial balance statements to verify the accuracy of financial data. The session underscored the importance of maintaining balanced ledger accounts and preparing trial balance reports as critical steps in the financial closing process, ensuring the integrity and accuracy of financial statements.

Creating Stock Items and Groups

18.10.2023 (2:00 pm to 4:00 pm) On October 18th, participants explored the preparation of profit and loss accounts (income statements) and balance sheet reports within computerized accounting software. They learned how to calculate revenues, expenses, and net income for the accounting period, analyze profitability metrics, and prepare comprehensive balance sheet statements to assess financial position and liquidity. The session focused on interpreting financial statements, identifying key financial indicators, and evaluating overall financial health based on income statement and balance sheet analysis.

Voucher Entry

19.10.2023 (2:00 pm to 4:00 pm) The session on October 19th covered the preparation of funds flow statements and cash flow statements within computerized accounting software. Participants learned how to analyze sources and uses of funds through funds flow analysis, track cash inflows and outflows across operating, investing, and financing activities, and prepare comprehensive cash flow statements to assess liquidity and cash management. This session provided practical insights into financial reporting, enabling participants to interpret funds

	flow and cash flow statements for strategic decision-making and financial planning.
	Funds Flow Statement and Cash Flow Statement
	20.10.2023 (2:00 pm to 4:00 pm) On October 20th, the session focused on practical exercises related to selecting and shutting down a company file, and backup and restore procedures within computerized accounting software. Participants learned how to navigate between multiple company files, select the appropriate company for data entry and reporting, and execute backup and restore operations to safeguard financial data and ensure business continuity. This session emphasized the importance of data security and disaster recovery planning within accounting software applications, equipping participants with essential skills to manage company files effectively.
	Selecting and Shutting a Company in Accounting Software
	25.10.2023 (2:00 pm to 4:00 pm) The session on October 25th served as a comprehensive review and assessment of topics covered throughout the training program. Participants engaged in a recap of key concepts, practical exercises, and hands-on activities related to accounting principles, computerized accounting software, and financial reporting. The session included an assessment of learning outcomes, enabling participants to demonstrate their understanding of accounting concepts, software functionalities, and practical applications in managing financial data effectively.
	The assessment was conducted on 27.10.2023 to evaluate the performance of the students.
	Each session provided a structured learning experience, combining theoretical knowledge with practical skills in computerized accounting systems, preparing participants to apply accounting principles and software functionalities effectively in business environments.
Outcome of Activity	The comprehensive training program on computerized accounting provided participants with a robust understanding of accounting principles and practical skills in using accounting software. Through hands-on sessions covering company creation, ledger management, voucher entry, and financial statement generation, participants gained proficiency in navigating and utilizing computerized accounting tools effectively. The program equipped them to apply these skills to enhance financial reporting accuracy, streamline business operations, and make informed strategic decisions, thereby improving overall organizational efficiency and financial management capabilities

Resource Person's Profile

Mr Tanay Ojha

Mr. Tanay Ojha is a seasoned professional renowned for his expertise in Accounting Software. With over a decade of experience in the field, Mr. Tanay has demonstrated an exceptional proficiency in navigating the intricacies of Computerized Accounting ranging from Tally and In house accounting and financial software. His comprehensive knowledge and hands-on experience have empowered him to streamline workflows, optimize data management processes, and deliver actionable insights through advanced analysis and reporting. Tanay's adeptness in computerized accounting capabilities has consistently contributed to enhancing organizational productivity, efficiency, and decision-making across diverse industries. His commitment to staying abreast of the latest accounting developments and his dedication to sharing his expertise through training and mentoring make him a highly sought-after expert in the realm of computerized proficiency.

CERTIFICATE

Mangalmay Institute of Management Technology
Greater Noida (U.P.)

CERTIFICATE

It is to certify that **Mr. ABHISHEK KUMAR** of **BBA 3rd year** has successfully completed **30 hours** certification course on **"Computerised Accounting"** from **03/10/2023 to 25/10/2023** organized by Mangalmay Institute of Management & Technology, Greater Noida.

VICE CHAIRMAN
Mangalmay Group of Institutions

IQAC Coordinator
Mangalmay Institute of Management & Technology

PRINCIPAL
Mangalmay Institute of Management & Technology

Glimpses of the Add-on Course

Students practicing computerized accounting

COURSE: BBA 3RD YEAR

$\frac{34}{40}$
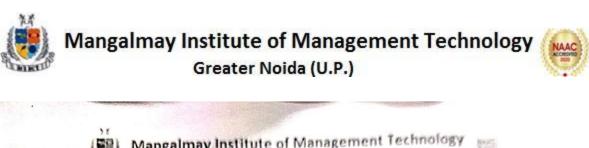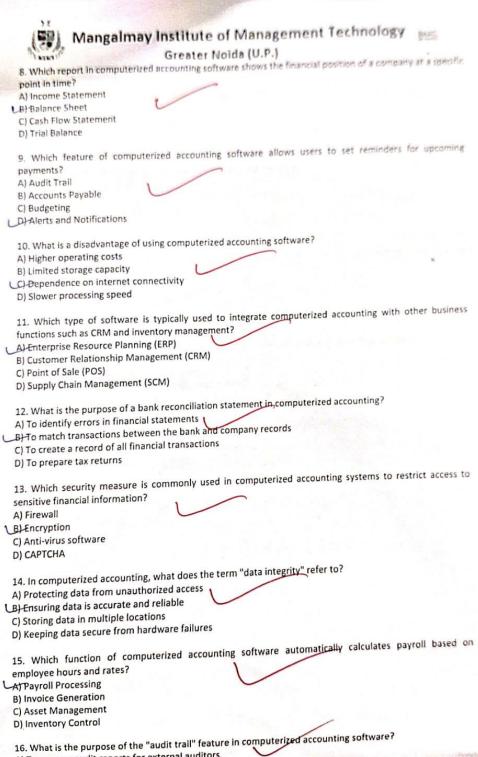
ADD ON COURSE ASSESSMENT
COURSE NAME- COMPUTERIZED ACCOUNTING

Date 27/10/23

Name: Ajay Pathic   Roll No. 21099210 5017   Invigilator Sign:

General Instructions: Each question carries 2 marks. All questions are compulsory.

1. Which of the following software is commonly used for computerized accounting?
A) Microsoft Word
B) Adobe Photoshop
C) QuickBooks
D) AutoCAD

2. What is the primary advantage of computerized accounting over manual accounting?
A) Lower initial cost
B) Reduced human error
C) Easier to train employees
D) Less reliance on technology

3. Which module of computerized accounting software manages accounts payable?
A) General Ledger
B) Accounts Receivable
C) Inventory Management
D) Purchase Ledger

4. Which of the following statements is true regarding cloud-based accounting software?
A) It requires installation on a local computer.
B) It allows access to data from anywhere with an internet connection.
C) It is more prone to data loss compared to traditional software.
D) It cannot integrate with other business applications.

5. In computerized accounting, what does the term "double-entry system" refer to?
A) Entering data twice to ensure accuracy
B) The process of verifying transactions with two-factor authentication
C) Recording each financial transaction with at least two entries
D) Backing up data in two different locations

6. Which function of computerized accounting software automatically updates the general ledger when a transaction is recorded?
A) Audit Trail
B) Data Validation
C) Real-time Processing
D) Reconciliation

7. What role does a chart of accounts play in computerized accounting?
A) It summarizes financial data for management reporting.
B) It provides a list of all accounts used by the organization.
C) It automatically generates financial statements.
D) It manages user access to the accounting system.

8. Which report in computerized accounting software shows the financial position of a company at a specific point in time?
A) Income Statement
B) Balance Sheet
C) Cash Flow Statement
D) Trial Balance

9. Which feature of computerized accounting software allows users to set reminders for upcoming payments?
A) Audit Trail
B) Accounts Payable
C) Budgeting
D) Alerts and Notifications

10. What is a disadvantage of using computerized accounting software?
A) Higher operating costs
B) Limited storage capacity
C) Dependence on internet connectivity
D) Slower processing speed

11. Which type of software is typically used to integrate computerized accounting with other business functions such as CRM and inventory management?
A) Enterprise Resource Planning (ERP)
B) Customer Relationship Management (CRM)
C) Point of Sale (POS)
D) Supply Chain Management (SCM)

12. What is the purpose of a bank reconciliation statement in computerized accounting?
A) To identify errors in financial statements
B) To match transactions between the bank and company records
C) To create a record of all financial transactions
D) To prepare tax returns

13. Which security measure is commonly used in computerized accounting systems to restrict access to sensitive financial information?
A) Firewall
B) Encryption
C) Anti-virus software
D) CAPTCHA

14. In computerized accounting, what does the term "data integrity" refer to?
A) Protecting data from unauthorized access
B) Ensuring data is accurate and reliable
C) Storing data in multiple locations
D) Keeping data secure from hardware failures

15. Which function of computerized accounting software automatically calculates payroll based on employee hours and rates?
A) Payroll Processing
B) Invoice Generation
C) Asset Management
D) Inventory Control

16. What is the purpose of the "audit trail" feature in computerized accounting software?
A) To prepare audit reports for external auditors
B) To track all changes made to financial transactions
C) To automate the audit process

D) To reconcile discrepancies in financial statements

17. Which financial statement provides a summary of revenues and expenses over a specific period?
A) Balance Sheet
B) Income Statement
C) Cash Flow Statement
D) Trial Balance

18. Which term describes the process of transferring data from one accounting period to the next in computerized accounting?
A) Journal Entry
B) Data Backup
C) Closing the Books
D) Data Migration

19. Which feature of computerized accounting software allows users to generate invoices and track payments from customers?
A) Accounts Payable
B) Budgeting
C) Accounts Receivable
D) General Ledger

20. How does computerized accounting software improve financial reporting compared to manual methods?
A) By reducing the need for internal audits
B) By automatically generating financial statements
C) By eliminating the need for bank reconciliations
D) By simplifying the tax filing process

List of Beneficiaries for Add-on course on "Computerised Accounting"

Sr. No.	Roll Number	Student Name	Course
		LIST OF STUDENTS **BBA 6 SEMESTER (FINANCE)**	
1	210992105008	ABHISHEK KUMAR	Registered
2	210992105017	AJAY RATHORE	Registered
3	210992105030	AMAN KUMAR SINGH	Registered
4	210992105034	ANAMIKA SADH	Registered
5	210992105038	ANKIT JAISWAL	Registered
6	210992105045	ANSHIKA	Registered
7	210992105050	ANUSHKA ARORA	Registered
8	210992105066	AVINASH KUMAR SINGH	Registered
9	210992105071	BEDANT KUMAR SINGH	Registered
10	210992105079	DEEKSHA SHARMA	Registered
11	210992105084	DILSHAD	Registered
12	210992105087	DIVYANSHI RAJPUT	Registered
13	210992105095	HARSH SHRIVASTAVA	Registered
14	210992105118	KHALID ANWAR	Registered
15	210992105121	KSHITIZ SINGHAL	Registered
16	210992105129	MASUM SHAIKH	Registered
17	210992105143	MOHIT HARNWAL	Registered
18	210992105149	NIKET KUMAR	Registered
19	210992105162	PRASHANT SINGH	Registered
20	210992105168	PRIYANSHU KASERA	Registered
21	210992105193	SAJID ALI	Registered
22	210992105202	SANSKRITI ACHARYA	Registered
23	210992105207	SAURABH YADAV	Registered
24	210992105224	SIDDIQUI TAUHEED SHAFIQUE	Registered
25	210992105228	SRISHTY SHARMA	Registered
26	210992105237	TASLIM AHMAD KHAN	Registered
27	210992105241	TUSHAR SINGH	Registered
28	210992105246	VAIBHAV	Registered
29	210992105253	VIPUL KUMAR	Registered
30	210992105261	YASH RAJ	Registered

Status of Beneficiaries for Add-on course on "Computerised Accounting"

Sr. No.	Roll Number	Student Name	Registered	Completed
	LIST OF STUDENTS **BBA 6 SEMESTER (FINANCE)**		Registered	**Completed**
1	210992105008	ABHISHEK KUMAR	Registered	**Completed**
2	210992105017	AJAY RATHORE	Registered	**Completed**
3	210992105030	AMAN KUMAR SINGH	Registered	**Completed**
4	210992105034	ANAMIKA SADH	Registered	**Completed**
5	210992105038	ANKIT JAISWAL	Registered	**Completed**
6	210992105045	ANSHIKA	Registered	**Completed**
7	210992105050	ANUSHKA ARORA	Registered	**Completed**
8	210992105066	AVINASH KUMAR SINGH	Registered	**Completed**
9	210992105071	BEDANT KUMAR SINGH	Registered	**Completed**
10	210992105079	DEEKSHA SHARMA	Registered	**Completed**
11	210992105084	DILSHAD	Registered	**Completed**
12	210992105087	DIVYANSHI RAJPUT	Registered	**Completed**
13	210992105095	HARSH SHRIVASTAVA	Registered	**Completed**
14	210992105118	KHALID ANWAR	Registered	**Completed**
15	210992105121	KSHITIZ SINGHAL	Registered	**Completed**
16	210992105129	MASUM SHAIKH	Registered	**Completed**
17	210992105143	MOHIT HARNWAL	Registered	**Completed**
18	210992105149	NIKET KUMAR	Registered	**Completed**
19	210992105162	PRASHANT SINGH	Registered	**Completed**
20	210992105168	PRIYANSHU KASERA	Registered	**Completed**
21	210992105193	SAJID ALI	Registered	**Completed**
22	210992105202	SANSKRITI ACHARYA	Registered	**Completed**
23	210992105207	SAURABH YADAV	Registered	**Completed**
24	210992105224	SIDDIQUI TAUHEED SHAFIQUE	Registered	**Completed**
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