ST.JOSEPH’S COLLEGE FOR WOMEN (AUTONOMOUS),VISAKHAPATNAM

VI SEMESTER **COMMERCE** TIME: 4Hrs/Week

COM-SK-6102(2) **ACCOUNTING SOFTWARE** Max.Marks:50

w.e.f.2016-2019(‘16AD’Batch)

**OBJECTIVES:** Students will able to understand the accounting software packages, applications

of spreadsheet and different accounting procedures.

**UNIT – I :** Accounting Software Packages: Tally, Wings, Busy, Spreadsheet, Ms Excel as Accounting tool, Function wizard, Auditing Tool in MS Excel - Selective Applications for Accounts.

**UNIT – II:** Financial Accounting Software: Accounting package for Voucher Entry - Preparation of

Journal Proper - Ledgers, Trail Balance, and Final Accounts.

**UNIT – III:** Applications of Spreadsheet Software: Preparation of Cash, Production and Flexible Budgets, Projected Profit & Loss Statement and Balance Sheet.

**REFERENCES:**

1. Horngreen, C.T., Introduction to Management Accounting, Prentice Hall,

2. Smith, J.L. Keith, RM and Stephens, W.L., Managerial Accounting, McGraw Hill.

3. Guy Hart Davis, The ABCs of Microsoft Office, BPB Publications.

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