

## **COURSE III - DIGITALIZED FINAL ACCOUNTS**

### **Learning Objectives:**

1. The course provides an introduction to basic information and communication technology related to transaction execution, accounting and financial management.
2. The course also includes the accounting regulations and accounting organization, including IT security and internal control of accounting processes.
3. The course contributes to meeting the demands to become an authorized accountant.

### **Course Content:**

<b>SECTION A</b>
<b>Unit-I: Electronic data capture:</b> using electronic data capture software to upload supplier receipts and customer invoices categorising expenses to the correct accounts code, reviewing and rectifying or resubmitting rejected documents submitting transactions to the linked cloud accounting general ledger.
<b>Unit— II Payroll.</b> EPF liability, Filing of PF return, ESIC computation, tax computation, Profession tax liability
<b>Unit – III SAP- Financial:</b> ERP, Enterprise structure, Financial accounting, Bank accounting, Management of vendor and customer, Asset accounting
<b>SECTION B</b>
<b>Unit IV: Final Accounts OF sole proprietor and Partnership firm</b> Meaning - Preparation of Trading Account – Profit and Loss Account – Balance Sheet – Closing Entries – Adjustment Entries – Provisions – Receipts and Payment Statement – Income and Expenditure Statement - Difference between Departments and Branches – Advantages – Special Features – Basis of Allocation and Apportionment of Expenses – Inter- departmental transfer at cost and sales price.
<b>Unit –V</b> <b>Corporate Banking</b> Introduction – Bank Pass Book – Negotiable Instruments – Cheque – Discounting of Cheques –Cheque presentment – Cheque dishonored – Current Account – Overdraft – Cash credit – Bank-reconciliation Statement – Internet banking – RTGS – NEFT

**Suggested Readings:**

1. Financial Accounting by Mr.R.L.Gupta
2. Accounting for Business by Genesis