

Computer Collegi@te

Course Outline (Computerized Accounting)

PeachTree

12 Classes

1. Preliminaries (One Class)
 - i. Concepts of Accounting
 - ii. Major Head of Accounts
 - iii. Concept of Double Entry System
 - iv. Concept of Income Statement
 - v. Concept of Balance Sheet

2. Maintain Phase (Two Class)
 - i. Chart of Accounts
 - ii. Ledger
 - iii. Beginning Balance
 - iv. Customer Creation
 - v. Supplier Creation
 - vi. Item Creation
 - vii. Understanding Item type
 - viii. Reports

3. Voucher Phase (Four Classes)
 - a. Accounting Vouchers (One Class)
 - i. General Journal
 - ii. Bank Reconciliation Statement
 - iii. Reports

- b. Purchase Vouchers (One Class)
 - i. Purchase Orders
 - ii. Purchase Receive Inventory
 - iii. Purchase return
 - iv. Purchase Discount
 - v. Payment
 - vi. Reports

- c. Sales Vouchers (Two Classes)
 - i. Quotation
 - ii. Sales Order
 - iii. Invoice
 - iv. Sales Return
 - v. Sales Discount
 - vi. Receipt
 - vii. Sales Tax Calculation
 - viii. Sales Tax Application
 - ix. Finance Charges
 - x. Statement
 - xi. Reports

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4. **Assembling (One Class)**
 - i. Assembly Items
 - ii. Bill of Material in Peachtree
 - iii. Creation of Assemblies
 - iv. Purchase sales Assembly Items
 - v. Inventory Adjustments
 - vi. Reports
5. **Employees Payroll (Two Class)**
 - i. Employees Creation
 - ii. Determining Pay heads
 - iii. Assigning Pay heads
 - iv. Payment
 - v. Reports
6. **Job Order Costing (Two Class)**
 - i. Concept of Job Order Costing
 - ii. Job Phase
 - iii. Job Codes
 - iv. Application of Codes
 - v. General Entries on Codes
 - vi. Reports

Advanced Excel

12 Classes

1. **Preliminaries (Two Classes)**
 - i. Basic Functions
 - ii. Basic Tools
 - iii. If Condition
2. **Condition Concepts and tools (Two Classes)**
 - i. Conditional Formatting
 - ii. Nested If Condition
 - iii. If OR
 - iv. If And
2. **Compound Function (One Class)**
 - i. IF With General Functions
 - ii. Applications On Compound Function
3. **Search Session (Two Class)**
 - i. LOOKUP , Match & Index
 - ii. VLOOKUP & HLOOKUP
 1. Payroll Sheet with Attendance and Payslip
4. **Stock analysis with reporting (One Class)**
 - i. Inventory Controls Sheets
 - ii. Charts & Graphs
5. **Depreciation Functions (Two Classes)**
 - i. Straight Line
 - ii. Sum of Year Digit
 - iii. Declining Balance Method
 - iv. Double Decline Balance Method

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6. Database Functions (One Class)

- i. DSUM
- ii. DAVERAGE
- iii. DCOUNT
- iv. DMAX
- v. DMIN

7. Advanced Search with store Procedure (One Class)

- i. Sort & Filter
- ii. Advanced Filter
- iii. Introduction to Macros

Tally ERP

Classes 12

a. Preliminaries (One Class)

- i. Introduction to ERP
- ii. Concepts of Accounting
- iii. Major Head of Accounts
- iv. Concept of Double Entry System
- v. Concept of Income Statement
- vi. Concept of Balance Sheet

b. Maintain Phase (one Class)

- i. Introduction to Tally
- ii. Company Creation
- iii. Password Assigning
- iv. Pre-Define Groups
- v. Creation of Group
- vi. Ledgers
- vii. Ledgers with Groups
- viii. Location Creation
- ix. Inventory Creation
- x. Customer Creation
- xi. Vendor Creation
- xii. Reports

c. Voucher Phase (Four Classes)

i. Accounting Vouchers (Two Classes)

1. Understanding with different vouchers
2. Purchase Voucher
3. Sales Voucher
4. Contra Voucher
5. Payment Voucher
6. Receipt Vouchers
7. Journal Vouchers
8. Reports

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ii. Inventory Vouchers (Two Classes)

1. Sales Order
2. Purchase Order
3. Link Order with accounting Voucher
4. Delivery Note
5. Debit Note
6. Credit Note
7. Transfer of Material
8. Rejection in
9. Rejection out
10. Reports

d. Assembling (Two Classes)

- i. Bill of Material
- ii. Creating Assemblies
- iii. Purchase and sales of Assembly Items
- iv. Reports
- v. Sales Tax Determination
- vi. Sales Tax application

e. Payroll Management (Two Classes)

- i. Concept of Job order Costing in Tally ERP
- ii. Pay Heads Info
- iii. Employees Group
- iv. Employees Creation
- v. Payment Detail
- vi. Payslip

f. Job Order Costing (Two Classes)

- i. Concept of Job order Costing in Tally ERP
- ii. Manufacturing Voucher
- iii. Jobber
- iv. Transfer of Material with costing
- v. Reports

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Quick Book

12 Classes

1. Preliminaries (One Class)

- a. Concepts of Accounting
- b. Major Head of Accounts
- c. Concept of Double Entry System
- d. Concept of Income Statement
- e. Concept of Balance Sheet

2. Maintain Phase (Two Class)

- a. Chart of Accounts
- b. Ledger
- c. Sub Ledger
- d. Beginning Balance
- e. Customer Creation
- f. Vendor Creation
- g. Item Creation
- h. Understanding Item type
- i. Reports

3. Voucher Phase (Four Classes)

a. Accounting Vouchers (One Class)

- i. General Journal
- ii. Bank Reconciliation Statement
- iii. Fixed Assets Listing
- iv. Reports

b. Purchase Vouchers (One Class)

- i. Purchase Orders
- ii. Enter Bills
- iii. Bills Payment
- iv. Write Checks
- v. Purchase Return
- vi. Reports

c. Sales Vouchers (Two Classes)

- i. Estimates
- ii. Invoice
- iii. Cash Sales Vouchers
- iv. Past Due Receiving
- v. Sales Tax Calculation
- vi. Sales Tax Application
- vii. Sales Return
- viii. Finance Charges
- ix. Statement
- x. Reports

4. Assembling (One Class)

- i. Assembly Items
- ii. Groups Items
- iii. Bill of Material in quick Book
- iv. Creation of Assemblies
- v. Reports

5. Employees Payroll (Two Class)

- i. Employees Creation
- ii. Determining Pay heads
- iii. Assigning Pay heads
- iv. Reports

6. Job Order Costing (Two Class)

- i. Concept of Job Order Costing
- ii. Estimates on Order
- iii. Define Job Codes
- iv. Application of Codes
- v. Reports
- vi. Reports Editing and Formatting

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