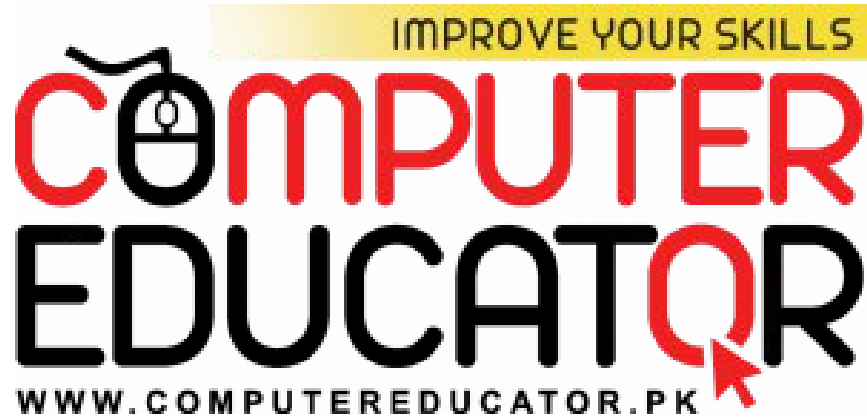


الصَّلَاةُ وَالسَّلَامُ عَلَيْكَ يَا رَسُولَ اللَّهِ ﷺ



Computerized Accounting Course Outline

Chapter 1

Fb Area: 0310-6000074

Chapter 2

Gulshan-e-Iqbal: 0311-2154111

Chapter 3

North Karachi: 0319-1114011

Introduction to Computerized Accounting

1. Introduction To Accounting
2. Manual Accounting V Computerized Accounting
3. Basic Rules of accounting
4. Accounting Cycle
5. Accounting Terminologies

Introduction to Peach Tree

1. Over View of Existing [Companies](#) Record
2. Creating Of new Company
3. Peach Tree Navigation Aids
4. Peach Tree Menu
5. Overview of Peach tree Environment

General Ledger

1. [Charts of Accounts](#)
2. Adding new accounts
3. Editing Charts of Accounts
4. Creating General Journal Entries
5. Accounts Reconciliation
6. Adjusting Entries

Inventory Items

1. Creating Inventory Items
2. Creating Bill of Materials (BOM)
3. Steps for making adjustments

Sales

1. Working with customers
2. Adding Customers [Records](#)
3. Quotations
4. Sales Order
5. Invoicing
6. Receipts
7. Producing Statements

Purchase

1. Working with Vendors
2. Adding Vendors Record
3. Purchase Order
4. Goods Receiving Notes (GRN's)
5. Payments

Payroll

1. [Planning](#), Payroll
2. Setup Employees Default Information
3. Working With Employees Information
4. Producing Pay Checks

Time & Billing

1. Creating Time & Expense Items
2. Time Tickets
3. Expense Tickets

Tally ERP

1. Introduction to Manual Accounting
2. General Ledger
3. Group Ledger
4. Voucher
5. Inventory Management
6. Tax Calculation
7. Payroll Calculation
8. Job Order Costing
9. Reports & Assignments

QuickBook

1. Introduction to Manual Accounting
2. Introduction to Quickbooks
3. Chart of Accounts
4. General Journal
5. Inventory Management
6. Purchase / Sales
7. Sales tax Calculation
8. Employees Database
9. Reports
10. Assignments

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- PIVOT TABLES & PIVOT REPORTING
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- USING EXCEL PRODUCTIVELY
- DATA TABLES
- INTEGRATING EXCEL WITH OTHER TOOLS & OPTIMIZING EXCEL
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