

Diploma in Computerized Accounting

Course Outline



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

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

5) Employees Payroll (Two Class)

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

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

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

3) Compound Function (One Class)

- i. IF With General Functions



- ii. Applications On Compound Function
 - a. Payroll Sheet with Attendance and Payslip

4) Search Session (Two Class)

- i. LOOKUP , Match & Index
- ii. VLOOKUP & HLOOKUP

5) Stock analysis with reporting (One Class)

- i. Inventory Controls Sheets
- ii. Charts & Graphs

6) Depreciation Functions (Two Classes)

- i. Straight Line
- ii. Sum of Year Digit
- iii. Declining Balance Method
- iv. Double Decline Balance Method

7) Database Functions (One Class)

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

8) Advanced Search with store Procedure (One Class)

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

Tally ERP.9

1) 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

2) 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

3) 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

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

4) 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

5) 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



6) 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



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

Financial Modeling

❖ Basic Concepts (4 Classes)

- Understanding Financial Statement Analysis
- Understanding with Financial Instruments
- Understanding with Income Tax Ordinance 2001
- Understanding with time Valuation of Money

❖ Model Design (2 Classes)

- Best Practices for a Financial Model
- Building Financial Model and its parameters
- Investment plan

❖ Excel Module (12 Class)

- Basic Excel -Excel Tools and Tips
- Error Handling
- Deal with advanced and complex Functions
- Financing Functions
- What if Analysis
- Integration in Sheets
- Data Validations
- Pivot Reporting and Charts
- Excel Financial Power Dashboard

❖ Development Module (6 Class)

- Creating, Running, Editing Macros
- Form and Forms Control for Multiply

❖ Final Project

- Deal with Incorporated Public Ltd Company Recognized by Security and Exchange commission of Pakistan Under (Company Ordinance 1984)

WHO WILL ATTEND THIS?

- Having Sound Knowledge about Excel and Accounts

CAREER PERSPECTIVE:

- Can Easily Deal With Corporate Level Financial Model