305.PRACTICAL BUSINESS ACCOUNTING

1. Company Creation, Account Information, Creating a Group and Ledger, Managing Groups in Multiple Companies, Creating Multiple Ledgers.

2. Voucher Entry, Voucher Types, Pre-Defined Voucher Types, Creating a Voucher entry form, preparing ledgers with SQL, Forms and reports

3. Accounting and Inventory Features, Statutory and Taxation Features:TDS, VAT and Service Tax,Preparing Trial Balance with SQL and Report

4. Inventory Information, Stock Group, Stock Categories, Stock Items, Unit of Measurement.

5. Inventory Vouchers, Predefined Inventory Vouchers, Inventory Voucher Types, Inventory Voucher Class, Bill of Material, Locations/Godowns, Designing Supplier and customers System for Accounting using Form, Query, Module, andReport.

Note:-

1. Teaching arrangements need to the made in the accountinglaboratory.
2. The General Purpose Software referred in this Course will be notified by the University Department every three years. If the specific Feathers is not available in that software, to that extent if will be deemed to have been modified.
3. There shall be a Practical of 100 Marks (Internal 20, External 80) and duration of Practical Examination shall be 3 Hours.
4. **Lectures: 10, Practical in accounting Laboratory: 50**

Suggested Readings:-

1. The Suggested Readings and guideline shall be notified by the University BBA Programme at least once in three year based on selected Software.