

DAV COLLEGE JALANDHAR

PG Department of Commerce

VALUE ADDED COURSE: COMPUTERIZED ACCOUNTING (CATPRO AND TALLY)

Syllabus

Sr. No.	Topic
1.	Firm/ Company, Masters (Stock, ledger and others) Creation
2.	Invoicing
3.	Procurement
4.	Journal Entries
5.	Debit/ Credit Note
6.	Inventory Management
7.	RCM Entries
8.	Trade Receivable/ Payable
9.	Expenses
10.	Bank Statement and BRS
11.	Financial Statements and Closing of BOA
12.	MIS Reports
13.	Books and Registers
14.	Reconciliation and Reporting