

Computerized Accounting System and E-Filing of Tax Return

Semester: VI

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Unit- 1: Computerized Accounting Package

Topic: Cost Centre and Cost Category

Cost Centre – Department

Cost Category - Branch

a. Activate Cost Centre & Cost Category

GOT → F11 → F1

Maintain Cost Centers → Yes

More than one payroll / Cost category → Yes

b. Cost Category Creation

GOT → Account Info. → Cost Category → Create Name (Type Branch Name)

c. Cost Centre Creation

GOT → Account Info. → Cost Centre → Cost Category (Select- Branch Name), Name (Type- Department Name)

d. Report

GOT → Display → Statements of Accounts → Cost Centers → Cost Centre Break Up

Work-Out:

Details of Sundry Creditors:

A. K.C.PAL & SONS:

BILL / KO / 01..... Rs. 35,000

BILL / KO / 02.....Rs. 35,000

B. ULRA TECH LTD:

BILL / MO/ 08.....Rs. 25,000

BILL / MO /09.....Rs. 75,000

C. TATA MOTORS PVT LTD

BILL / HN / 99.....RS. 25,000

BILL / HN / 100.....Rs. 25,000

Details of Sundry Debtors:

A. DUTTA PVT LTD

BILL / SO / 50.....Rs. 50,000

BILL / SO / 51.....Rs. 50,000

B. PAL & CO

BILL / B5 / 03..... Rs. 45,000

BILL / B5 / 04.....Rs. 55,000

C. MAHINDRA GROUP

BILL / 5C / 01.....Rs. 99,999

BILL / 5C / 02.....Rs. 99,999

Topic: Budget & Control

Budget Transaction Table:

On Closing Balance

On Nett Transaction

Activation:

GOT → F11 → F1

Ledger Creation: Salary A/c (Indirect Expenses)

Budget Creation: GOT → Account Info. → Budget → Create

- ✓ Name → Type Budget Name (Salary Budget)
- ✓ Period of Budget (From) → Type – Starting Date
- ✓ Period of Budget (To) → Type – Ending Date
- ✓ Alter Groups → Yes(1)
- ✓ Alter Ledger → Yes (2)
- ✓ Save

1. Alter Groups → Yes

Account Name → Indirect Expenses

Type of Budget → on Nett Transaction

Amount → Type – Budget Amount

2. Alter Ledger → Yes

Account Name → Salary A/c

Type of Budget → on Nett Transaction

Amount → Type – Budget Amount

Report

GOT → Display → Trial Balance → Alt + F1 → Alt + C

Column Detail

Name of Company → Select your Company

From → Starting Date

To → Ending Date

Method → Default

Type → Select Your Budget (Salary Budget)

Show Variance → No

Name of Group → Select Group (Indirect Expenses)