

Lesson Plan Winter 2023-24

Semester: 5th

Subject : Th 5 Computerized Accounting & E-Filing of Tax Returns

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SL No.	Title of the chapter	week/month	Class day	Topic to be covered	
1	UNIT - 1 COMPUTERIZED ACCOUNTING PACKAGE: USING GENERIC SOFTWARE	1st/Aug	1st	Company Creation	
2			2nd	Ledger creation	
3			1st	order processing	
4			2nd	accounting voucher	
5		2nd/Aug	1st	accounting voucher	
6			4th	inventory vouchers	
7			5th	memorandum voucher	
8			1st	invoicing	
9		3rd/Aug	2nd	multiple godown	
10			3rd	transfer of material	
11			4th	bank reconciliation	
12			5th	cost centre and cost category	
13		3rd/Aug	1st	bill of materials	
14			2nd	budget and control	
15			4th/Aug	3rd	payroll accounting
16				4th	tds
17		5th		tds	
18		1st		gst	
19		5th/Aug	2nd	gst	
20			3rd	Revision	
21			4th	Revision	
22			5th	quiz	
23		UNIT 2: DESIGNING COMPUTERIZED ACCOUNTING SYSTEM	2nd/Sept	1st	introduction to dbms package
24	2nd			table,query,form,report	
25	3rd			designing computerised accounting system	
27	3rd/Sept			1st	preparing ledgers, trail balance
28		2nd	preparing ledgers, trail balance		
29		3rd	payroll accounting		
30		4th	quiz		
31	UNIT 3: E FILING AND TAX RETURN	4th/Sept	1st	preparation of income-tax return	
32			2nd	submission of income tax return	
33			3rd	view form 26AS	
40			1st	Revision	

41	UNIT 4 ACCOUNTING APPLICATION OF ELECTRONIC SPREADSHEET	5th/Sept	2nd	Quiz
42			3rd	concept of electronic spread sheet
43			4th	concept of electronic spread sheet
44		1st/Oct	5th	features offered by electronic spreadsheet
45			1st	Features offered by electronic spreadsheet
46		2nd/Oct	2nd	eatures offered by electronic spreadsheet
47			3rd	bank reconciliation
48			4th	Revision, Quiz
50			1st	asset accounting
51	UNIT 5 USING COMPUTERIZED ACCOUNTING SYSTEM	3rd/Oct	2nd	ratio analysis
52			3rd	graph ,chart,diagrams
53			4th	Revision,quiz
54			5th	computerised accounting system
55		1st/Nov	1st	creating company
56	2nd		creating company	
57	3rd		configure and feature setting	
58	4th		configure and feature setting	
59		2nd/Nov	1st	creating accounting voucher and group
60			2nd	creating accounting voucher and groups
61			3rd	creating stock item and groups
62			4th	creating stock item and groups
63			5th	creating stock item and groups
65		3rd/Nov		creating stock item and groups
66				voucher entry
67				voucher entry
68				voucher entry
69				report:cash book, ledger, trail balance,P/L accounts
70				report:cash book, ledger, trail balance,P/L accounts
71				report:cash book, ledger, trail balance,P/L accounts
72		4th/Nov		report:cash book, ledger, trail balance,P/L accounts
73				funds flow/cash flow
74				funds flow/cash flow
75		5th/Nov		funds flow/cash flow
76				Revision,quiz

Swagatika Pradhan.