

INTRODUCTION

Objective
 Genesis of Business
 Accounting
 Advantages of Computerized Accounting
 Introducing BUSY
 Basic Concepts Accounting
 Inventory
 Sales Tax & VAT
 Review
 Exercise

Starting with BUSY

Objective
 Operating Environment
 Installing BUSY
 BUSY Start-up Screen
 Key Components in BUSY
 Using BUSY Help
 Quitting BUSY
 Review
 Exercise

Setting up a Company in BUSY

Objective
 Creating a New Company
 Opening a Company
 Editing a Company
 Closing a Company
 Deleting a Company
 Setting Data Directory
 Setting Color Scheme
 Review Exercise

Basic Configuration

Objective
 Features / Options
 General
 Accounts
 Inventory
 Sales Tax / VAT / GST
 Hardware Configuration
 Warning Alarms
 Review
 Exercise

Basic Accounting & Inventory

Objective
 Creating Masters
 Accounts
 Account Group
 Standard Narration
 Item
 Item Group
 Material Centre
 Material Centre Group
 Unit
 Unit Conversion
 Bill Sundry
 ST Form
 Sale Type
 Purchase Type
 Configuring Masters
 Review
 Exercise

Transactions

Objective
 Voucher Numbering
 Entering Vouchers
 Sales
 Sales Return
 Purchase
 Purchase Return
 Payment
 Receipt
 Journal
 Contra
 Debit Note
 Credit Note
 Stock Transfer
 Forms Received
 Forms Issued
 VAT Journal
 Configuring Vouchers
 Review
 Exercise

Printing Documents

Objective
 Configuring Documents (Standard)
 Printing Documents
 Online Printing
 Print Utilities
 Review
 Exercise

Displaying & Printing Reports Unit 8 Accounting Reports

Objective
 Balance
 Trial Balance
 Account Books
 Account Summaries
 Outstanding Analysis
 Review
 Exercise

Sales Tax & VAT Reports

Objective
 ST Forms Reports
 Sales Tax / VAT Summaries
 • Sales Tax / VAT Registers (General)
 • Sales Tax / VAT Reports (State Specific)
 VAT Adjustment Details
 • Reconcile Accounts & Sales / Purchase Tax
 Review
 Exercise

Module 5 Managing Data Unit 11 Managing Backup

Objective
 Backup Configuration
 Taking Backup
 Restore Data
 Review
 Exercise

Utilities

Objective
 Data Freezing
 Data Export (MS Excel / PDF / HTML)
 Review
 Exercise

Housekeeping

Objective
 Rebuild Data
 bases Rewrite Books
 Review
 Exercise

Year-end Process

Objective • Year-end Entries • Changing Financial Year • Review
 • Exercise • Shortcut Key Combinations • Glossary