

Maharashtra State Board Class 11 Information Technology

Practicals Skill Set 4 Accounting Package (GNUKhata)

SOP 1: Use of Accounting Package to create a company.

Create a company with the following particulars.

Company Name: B.B Enterprises

Case: Upper Case

Company Type: Profit Making

Financial Year: 01-04-2019 to 31-03-2020

Use GNUKhata for: Accounting Only

Create a profile with relevant data for any company. Create an Admin account for the company.

Answer:

Step 1: Open GNUKhata Application. Click on 'company Setup Wizard' or (press shift + control + C)

Step 2: While creating a company the following details are to be given.

Company Name: B.B Enterprises

Case: Upper Case

Company Type: Profit Making

Financial Year: 01/04/2019 to 31/03/2020

Use GNUKhata for: Accounting Only

Fill in all the required details and click on proceed button on the right button corner.

Step 3: Enter Appropriate Company Information in the Given Field.

Company Profile window appears, in that window fill in the details and click on proceed button on the right bottom corner.

Step 4: Create Admin Next step is the 'create Admin' which is mandatory with proper user name and password. Fill in the fields and click on 'Create & Login button, the company will be created.

Now your Company is ready.

Step 5: Admin Dashboard After login, the following admin dashboard, appears.

SOP 2: Create ledger accounts using the accounting Package.

Create ledger accounts for the following and allocate proper groups.

1. Import duty
2. Insurance
3. Machinery
4. Audit Fee
5. Purchase
6. Sales
7. Telephone charges
8. Interest Received
9. Salary
10. Professional fees

Answer:

Step 1: You Can select an already created company using the 'Select Existing Company ' Option on Opening Screen.

Step 2: Log in with User Name and Password

Step 3: To create an account (ledger account) click on the Hamburger Menu available at the left top corner of the dashboard.

Click on the Master Account → It allows you to create an account.

The following table shows the group name, sub-group name, and account name which are to be created.

Group Name	Sub Group Name	Account / Ledger Name
Direct Expenses	None	Import Duty
Indirect Expenses	None	Insurance
Fixed Assets	Plant & Machinery	Machinery
Indirect Expenses	None	Audit fee
Direct Expense	None	Purchase
Direct Income	None	Sales

Indirect Expense	None	Telephone charges
Indirect Income	None	Interest received
Indirect Expense	None	Salary
Direct Income	None	Professional Fees

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