



FOCUS

❖ MANUAL Accounts

- Introduction to FOCUS
- Create Company/Leaders/Groups
- Journal Entries
- Cash book preparation
- Bank book preparation
- Trail balance
- Final Accounts along with adjustments

❖ FOCUS SOFTWARE

- ❖ Journal Entries
- ❖ Cash book preparation (Three types of column preparation)
- ❖ Bank book preparation
- ❖ Trail balance
- ❖ Final Accounts along with adjustments
- ❖ Inventory creation
- ❖ Stock item creation
- ❖ Purchase Invoice preparation
- ❖ Sales Invoice Preparation

- ❖ Excise duty, Sales Tax
- ❖ Customers centre and Vendor centre
- ❖ Purchase order
- ❖ Sales order
- ❖ Payroll
- ❖ Printing



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