

CONTENTS

UNIT 1 E-BUSINESS

- INTRODUCTION TO E-BUSINESS
- DEFINITION, HISTORY OF E-COMMERCE
- TYPES OF E-COMMERCE
- ADVANTAGES AND DISADVANTAGES OF E-COMMERCE
- WEB AUCTIONS
- VIRTUAL COMMUNITIES
- PORTALS
- E-BUSINESS REVENUE MODELS

UNIT 2 HARDWARE AND SOFTWARE FOR E-BUSINESS

- WEB SERVER HARDWARE AND SOFTWARE
- WEBSITE AND INTERNET UTILITY PROGRAMS
- WEB SERVER HARDWARE
- WEB HOSTING CHOICES
- SHOPPING CART

UNIT 3 GETTING STARTED WITH TALLY

- WHAT IS TALLY?
- INTRODUCTION AND INSTALLATION
- REQUIRED HARDWARE
- COMPANY FEATURES
- INVENTORY FEATURES

UNIT 4 CONFIGURING TALLY

- VOUCHER ENTRY
- INVOICE/ORDERS ENTRY AND PRINTING
- DISPLAYING GROUP
- WORKING WITH LEDGERS
- SETTING STATUTORY AND TAXATION FEATURES
- CREATING PURCHASE ORDER
- CREATING SALES ORDER

UNIT 5 REPORTS IN TALLY

- FEATURES OF DISPLAYING REPORTS
- WORKING WITH BALANCE SHEET
- WORKING WITH PROFIT & LOSS ACCOUNT
- WORKING WITH STOCK SUMMARY
- WORKING WITH TRIAL BALANCE
- ACCOUNTING RECONCILIATION STATEMENT
- WORKING WITH DAY BOOK REPORT