Basics of Accounting

- Accounting Principles Concepts & Convention
- Double Entry System of Book Keeping
- Type of Accounts
- Golden Rules of Accounting
- Mode of Accounting
- Char of Accounts
- Financial Statements
- Types of Business Organizations.

Fundamentals of Tally.ERP 9

- Company Creation
- Altering
- Company Features F11
- Configurations F12
- Basic Entries
- Group
- Ledgers Creations Voucher Types
- Voucher Entry

Accounting Books

- Cash
- Bank
- Purchase
- Sales
- Journal
- Debit Note
- Credit Note
- Day Book
- Trial Balance(T.B.)
- Trading
- Profit & Loss
- Balance Sheet

Income & Expenses Adjustments
Advanced Accounting in Tally.ERP9

- Introduction to Trading Organization
- Cash/Credit Purchase and Sales
- Purchase Return/Sales Return
- Credit Period/Trade Discount/Cash Discount
- Bill-wise Details, Cost/Profit Center Management
- Cost Centers and Cost Categories
- Voucher Classes

- Multiple Price Levels
- Multiple Currencies

Interest Calculation
Management Information System(MIS)

- Budgets & Controls
- Invoice, Debit/Credit Notes
- Bills Receivable/Bill Payable
- Outstanding Management
- Job Work Out
- Reversing Journal/Post Dated Voucher
- Practice Exercises

Advanced Inventory in Tally.ERP 9

- Integrate Accounts with Inventory
- Storage & Classification: Godowns
- Cost of Purchases
- Stock Categories
- Order Processing: Sales & Purchase Order
- Use Standard Rate for Stock Item
- Stock Summary/ Stock Transfer
- Tracking Numbers: Delivery Notes, Receipt Notes.
- Rejection Inward/Rejection Outward
- Batch Wise details
- Additional Cost Details
- Bill of Material(BOM)
- Different Actual and Bill quantities
- Price Levels and Price Lists
- Stock Valuation
- Zero Valued Entries
- Point of Sales(POS)

Statutory & Taxation

Goods & Service Tax(GST)

- Basic Concepts in GST(IGST,CGST,SGST)
- Regular, Composition, Unregistered Dealer
- Creating Masters, Entering, Transactions, HSN Code/GSTIN Code
- Accounting for Return of Goods (with Debit/Credit Notes)
- Reverse Charges Entries for Unregistered Dealer Purchase/Sales
- Multi Rate Stock Items with GST
- GST Return GSTR-1/GSTR-2/GSTR-3B/ GSTR-4
- GSTR 1- B2B, B2C, Nil Rated, Export, Advance
- GSTR 2-B2B, Import, ISD, Reverse Charges on Advance
- Input Credit(ITC) and ITC Reversal

- Tax Payment to Government
- GST for Manufacturing Unit(Row Material & Finished Goods)

Tax Deducted at Source (TDS)/ Tax Collected at Source (TCS)

- Basic concepts of TDS/TCS
- Creation of Masters
- Recording Transactions
- TDS/ TCS Reports and Computation

GST With Services

- Basic of Services (Accounts only)
- Creating Masters
- Recording Transactions

Other Topics

- Security Controls in Tally
- Backup Restore Company Data
- Export Data in Excel and Pen drive
- Optional Voucher
- Rounding Off Concepts in Tally
- Using Tally in Hindi/Tally Installation

Practice Exercises

- Traders
- Wholesaler
- Manufacture Nursing Home
- Petrol Pump
- Pharmaceuticals
- Retailer & Departmental Store
- Tour & Travels

Coaching Institute, Schools etc