

हुनर है तो कदर है।



Certificate Course in
FINANCIAL ACCOUNTING
with GST (Using Tally Prime)

..... OTHER COURSES
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CAD/ CAE

GIS

Accounting

Programming

Graphic/
Web
Designing

Hardware &
Networking

Digital
Marketing



Certificate Course in **Financial Accounting** with GST (Using Tally Prime)

Tally Prime is a windows-based Enterprise Resource Planning software. The software handles Accounting, Inventory Management, Order Management, Tax Management, Payroll, Banking and many such requirements of the business. It supports all day-to-day processes from recording invoices to generating various MIS reports.

Tally Prime is the most popular and reliable GST ready accounting software amongst businesses in India. We believe it is critical to ensure that data is recorded correctly at the transaction level itself, which is the starting point. Tally Prime ensures you generate GST invoices and transactions as per the GST format.

WHO CAN JOIN

- ✓ Commerce College Students
- ✓ Commerce Graduates
- ✓ Commerce Post Graduates
- ✓ Job Aspirants

CAREER OPPORTUNITY

- ✓ Tally Operator
- ✓ Accounts Executive
- ✓ Financial Accountant
- ✓ Account Assistant

COURSE OUTLINE

➤ **Module 1:** Introduction to Financial Accounting

- Tally Prime User Interface
- What's new in tally prime
- Accounting Concepts

➤ **Module 2: Financial Accounting**

- Company Creation
- Accounts Configuration
- Accounts Master Creations
- Voucher Types and Classes
- Accounts Vouchers with GST
- Final Accounts
- Bank Reconciliation Statement
- Cost Center
- Cost Category

DURATION
1.5
MONTHS

➤ **Module 3: Accounting Vouchers**

- Introduction Accounting Vouchers
- Voucher Types
- Voucher Classes
- Optional Vouchers
- Post Dated Vouchers
- Point of Sales
- Memorandum Vouchers
- Cost Center / Classes
- Bank Reconciliations
- Bills Payables
- Bills Receivables
- Provisions

➤ **Module 4: GST**

- Introduction to Taxes in India
- Theory of Tally GST
- Central / State GST
- Interstate GST
- GST on Stock Items
- GST on Services
- GST on Expenses
- GST on Advance Receipt
- GST on URD
- GST Adjustments
- GST Reports
- GST Returns
- E-way Bill

➤ **Module 5: Inventory**

- Introduction to Inventory
- Stock Groups
- Stock Categories
- Stock Item
- Godown
- Units of Measure
- Pure Inventory Voucher
- Purchase and Sales Order
- Invoice/Voucher Entry

➤ **Module 6: Document Printing**

- All Type of Reports
- Printing/Exporting
- Printing Configuration for Vouchers
- Printing Reports
- Printing of Inventory Reports

➤ **Module 7: TDS**

- Introduction to Tax Deducted at Source (TDS)
- TDS in Tally
- TDS Masters
- Vouchers / Transactions
- TDS Reports
- TDS Return
- TDS E-Return
- TDS Outstanding
- Exception Report

➤ **Module 8: Introduction to Payroll**

- Introduction to Payroll
- Payroll
- Payroll Information
- Employee Group
- Employee
- Salary Details
- Units
- Attendance / Production Type
- Voucher Types in Pay Roll

Contact Us



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