



Eligibility & Course Duration

Basic computer knowledge

Course Duration - 1 months

(Theory + Practical)

Level -1 Accounting

Course Outline

- Basic of Accounting
- Accounting Principles
- Computerized Accounting
- Tally Fundamentals
- Company Creations
- Features(F11)/Configuration(F12)
- Ledger , Group
- Accounting Vouchers
 - Sales - Purchase
 - Cash - Bank
 - Contra - J.V.
- Invoicing
- Sales - Purchase Register
- Group Summary
- Receivable/ Payable Summary
- Bank Reconciliation
- Trial Balance/ P& L / Balance Sheet & many more..

Level - II : Trading Account / Inventory Management

Course Outline

- Purchase Invoicing /Discount in Invoice

- Flexible Units of Measure including compound unit
- Grouping / Categorization
- Stock Verification/ Stock Summary
- Purchase / sales bill pending
- Stock Transfer/ Reorder Level
- Purchase Order
- Rejection In & Out
- Delivery Note/Receipt Note
- Stock Group Summary

Level - III : Advance Accounting

Course Outline

- Costing
- Service Tax
- T.D.S.
- Budeting
- VAT
- Cash / Fund flow
- CST
- Payroll (Intro)

Advance Tally

Course Outline

- Remote Acces
- Point Of Sale
- Multi Currency
- Excise for Dealers
- Excise for Manufacturer
- Payroll Module
- Security Control
- VAT E- Return
- TDS E-Return
- Service Tax E-Return