

Introduction to Computers & Windows

Manual Accounting

- * Accounting Concepts
- * Accounting Terminology
- * Accounting Rules
- * Book keeping
- * Recording Transaction
- * Journal
- * Ledger
- * Cash/Bank Book
- * Day Book
- * Purchase/Sales Register
- * Debit Note, Credit Note
- * Final Accounts, Adjustments
- * Trial Balance, Trading Account
- * Profit & Loss Account
- * Balance Sheet
- * GST

TALLY PRIME

- * Introduction to Tally PRIME
- * Chart of Accounts
- * Undergroups
- * Company Creation

CASH BOOK & BANK BOOK

- * Cash book
 - * Single/Double/Triple Column
- * Bank book
- * Journal Entries
- * Day Book
- * Create Ledgers, Groups
- * Vouchers -
 - * Payment/Receipt/Contra

FINAL ACCOUNTS

- * Year End process
- * Adjustments
- * Journal Voucher
- * Trial Balance, Trading A/c
- * Profit & Loss Account
- * Balance Sheet

INVENTORY

- * Configuration features - F11, F12
- * Inventory
- * Create Stock Items/Groups
- * Purchase/Sales Voucher
- * Purchase/Sales Order
- * Debit Note, Credit Note
- * Discount Allowed

TAXATION

- * GST
 - * CGST, SGST, IGST
 - * Value Added Tax (VAT)
 - * VAT Transactions
 - * VAT Reports
 - * Excise Duty
 - * Central Sales Tax (CST)
 - * CST Transactions
 - * CST Reports
 - * Tax Deduction at Source (TDS)
 - * TDS Transactions
 - * TDS Reports

PAYROLL

- * Create Payroll Master
- * Create Payheads
- * Create Employee groups
- * Attendance Voucher
- * Payroll Reports
- * Pay Sheet, Pay Slip

ADVANCED TALLY PRIME

- * Bank Reconciliation Statement (BRS)
- * Debit/Credit Note
- * Rejection In/Out
- * Discount Allowed
- * Bill-wise/Batch-wise details
- * Godowns
- * Stock Categories
- * Tax Collection at Source (TCS)
- * TCS Reports
- * Service Tax
- * Service Tax Transactions
- * Service Tax Invoice
- * Income Tax
- * Budgeting & Control
- * Budget Reports
- * Credit Limits
- * Cost Centres
- * Multi Currency
- * Rate of Exchange
- * Multi Price Level
- * Price Levels, Price Lists
- * Interest Calculations
- * Zero Valued Entries
- * Cost Categories
- * Post dated Summary

OTHERS

- * Creation of Branches
- * Apply Password
- * Admin Password
- * Data Backup/Restore
- * Logo configuration
- * Shortcut Keys
- * Export reports to Excel





JAVA / PYTHON / .NET
FULL STACK



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