

Computer Accounting

Basics for Service Industry

1. Fundamental of Accounts
2. Rules of Accounts
3. Creating/Altering/Deleting Company
4. Group & Ledger Creation
5. Journal Entries in Tally Accounting
6. Day Book & Cash/Bank Book
7. Trading & P&L Account
8. Trial Balance, Balance Sheet & Reports.
9. Managing Accounts of Sole Proprietorship
10. Managing Accounts of Consultancy Firm

Inventory & Stock Maintenance for Traders

1. GST in Tally Accounting.
2. Ledgers for GST.
3. GST Reports.
4. Inventory Management.
5. Purchase & sale Vouchers.
6. Creating Stock Group, Stock Items, & units.
7. Maintaining Stock & Depreciation.
8. Managing Account of Partnership Firm.
9. Bill Wise Details.
10. Inventory Reports.

Advance Taxation

1. CGST, SGST, IGST & UTGST.
2. Link between the three taxes.
3. Composition scheme.
4. HSN code.
5. What is input tax credit (ITC).
6. How to avail the ITC.
7. Electronic ledgers.
8. Payment of taxes and taking refunds.
9. Different types of GST invoices.

- 10.E-way bill.
- 11.Generation of e-way bill.
- 12.Provisions of reverse charge.
- 13.Cases where reverse charge is applicable.
- 14.Reverse charge in Tally.

Industries & Factories

- 1.Managing Account of Different Industries.
- 2.Journal Entries with GST.
- 3.Purchase & Sales order.
- 4.Cost Centers & Cost Categories.
- 5.Creating Custom Vouchers.
- 6.Godwons & Currency Creation.
- 7.Bills of Material (BOM).
- 8.Inter-Godwon Transfer.
- 9.Creating & Maintaing Price-List.
- 10.Interest Calculation.
- 11.Maintaining Payroll.
- 12.Security Control.

Advance Reports

- 1.Budgeting systems & scenarios.
- 2.Variance Analysis.
- 3.Costing Systems & Cost Classification.
- 4.Management Control Systems.
- 5.Ratio Analysis.
- 6.Cash Flow & Fund Flow Statement.
- 7.Analysing and Managing Inventory.
- 8.Ordering Levels of Stock.
- 9.System Administration and Other Utilities.