



MANUAL ACCOUNTS AND TALLY

- ACCOUNTING CYCLE, TERMS, ACCOUNTING CONCEPTS, GOLDEN RULES OF ACCOUNTS.
- ACCOUNTING PROCESS, NATURE OF EXPENDITURE & INCOMES,
- JOURNAL ENTRIES, PREPARATION OF CASH AND BANK PAYMENTS VOUCHERS.
- LEDGERS AND TRAIL BALANCES.
- OPENING & CLOSING ENTRIES.
- TRADING AND PROFIT & LOSS ACCOUNTS AND BALANCE SHEET.

TALLY ERP 9

- INTRODUCTION OF TALLY ERP 9.
- CREATION OF COMPANY, LEDGER, GROUPS.
- MASTERS, VOUCHERS. FUNCTION KEYS AND SHORT CUT KEYS.
- ACCOUNTING VOUCHERS WITH PROBLEMS (CONTRA, PAYMENT, RECEIPTS, JOURNAL, SALES & PURCHASES, DEBIT & CREDIT NOTES)
- INVENTORY (CREATION OF MEASUREMENT, STOCK ITEMS, GROUPS, GODOWNS)
- INVENTORY VOUCHERS WITH PROBLEMS (PURCHASES ORDER, SALES ORDERS, RECEIPTS AND DELIVER NOTES, STOCK JOURNAL. REJECTION IN AND OUT)
- P&L ACCOUNT, TRIAL BALANCE, BALANCE SHEET, INVENTORY STATEMENT.
- BILL WISE DETAILS, INTEREST CALCULATION.
- INVOICE PREPARATION WITH STOCK ITEMS.
- BUDGETS, CONTROLS.
- CREDIT LIMITS, STOCK CATEGORIES.
- ACTUAL AND BILLED QUANTITY, MULTIPLE PRICE LEVELS.
- JOB COSTING AND COST CENTERS, RE-ORDER LEVELS.
- AGING ANALYSIS FOR DEBTORS AND CREDITORS
- BANK RECONCILIATION STATEMENT, POINT OF SALES.
- STOCK TRANSFERS TO GODOWNS, SENDING THE REMINDER LETTERS.
- ALTER COMPANY DETAILS & MULTIPLE DETAILS OF COMPANY.
- BILL OF MATERIALS
- SPLIT COMPANY DATA.
- BACKUP, RESTORE.
- YEAREND CLOSING PROCESS

TAXATION:

- CENTRAL EXCISE
- SERVICE TAX
- VAT AP& CST (INPUT & OUTPUT ENTRIES, ADJUSTMENT ENTRIES, FILLING RETURN FORM 200).
- TDS (DEDUCTED ENTRIES, DEDUCTED SECTIONS AND RATES, PAYMENT PROCEDURE).
- TCS (COLLECTION ENTRIES, RATES OF COLLECTION AND PAYMENT)
- PAYROLL WITH (PF, ESI, INCOME TAX (SLABS), PT, HRA).
- INCOME TAX.



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