



## 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, 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

Real time Expert & having  
10+ Experience in Training

## TAXATION:

- GST (CGST, SGST & IGST)
- 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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## **GST RETURNS & E- FILLING**

### **I. GST ONLINE**

- A. GSTR – 3B**
- B. GSTR- 1**

### **II.EPF**

- A. PREPARATION OF SALARY /WAGES SHEET IN EXCEL**
- B. ONLINE ECR**
- C. VERIFY & PAYMENT PROCESS**

### **III. ESIC**

- A. MONTHLY CONTRIBUTION CHALLON**
- B. VERIFY & PAYMENT PROCESS**

### **IV.TDS**

- A. PASSING PROPER ENTRIES IN TALLY/ANY OTHER SOFTWARE**
- B. MAKING PAYMENT**
- C. E – TDS FILING**