MANUAL ACCOUNTS AND TALLY

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

TALLY PRIME

- INTRODUCTION OF TALLY PRIME.
- CREATION OF COMPANY, LEDGER, GROUPS.
- MASTERS, VOUCHERS.FUNTION KEYS AND SHORT CUT KEYS.
- ACCOUNTING VOUCHERS WITH PROBLEMS(CONTRA, PAYMENT ,RECEIPTS, JOURNAL, SALES&PURCHASES, DEBIT & CREDIT NOTES)
- INVENTORY (CREATION OF MEASURMENT,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 RECONSILATION 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 CIOSING PROCESS

Real time Expert & having 14+ 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

MindTec

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