

Certificate Course in Financial Accounting & GST using Tally (6 Months)

S. No	Topic
1	<p>Advance Financial Accounting:- Financial Accounting (Definition, Concept, Process Voucher, Journal & Ledger, Double Entry System). Classification of A/Cs (Personal, Real & Nominal) and Golden Rules of Accounting. Capital & Revenue Expenditure, Depreciation. Reports (Trial Balance, Statement of Profit & Loss/ Receipts & Payments and Balance Sheet. Day Books (Purchase & Sale), Cash/ Bank Book, A/Cs Receivable & Payable, Debit Note, Credit Note, Bank Reconciliation.</p>
2	<p>Tally ERP 9:- Accounting Software (ERP/SAP, Self developed software used by organizations, Tally ERP9, etc.). Tally – Introduction, System Requirement, Main Features, Company Creation, Group Creation, Ledger Creation, Voucher entry, View Reports– Theory & Practical. Receipts & Payments Voucher, Purchase (inward supply) Voucher/ Register & Sales (outward supply) Voucher/ Register, Journal Voucher/ Register, Bill adjustment method & Outstanding statement, Credit period– Theory & Practical. Opening Balance & Opening Balance Sheet, Creation of Admin and Non-admin users, Password Policy – Theory & Practical. Concept of Financial & Assessment year, IT Act & Rules.</p>
3	TDS/ TCS under Income Tax Act & GST (Concept, Payments, Returns/ e-filing (Theory & Practical using Tally ERP 9)
4	GST (Concept, Act/ Rules, over view) CGST, SGST, IGST, UTGST, Composition Tax, Reverse Charge Mechanism ITC, Registration, Tax Payments, Returns, Hands-on Training.
5	<p>Costing using Tally (Theory & Practical):- Concept of Cost Centre, Cost Unit & Cost Category Budget & Budgetary Control, Standard Costing & Variance Analysis, Job & Contract Costing Data Import & Export, Change Company, Backup, Restore, Year ending etc.</p>
6	<p>Sales Invoice & Inventory using Tally:- Sales Invoice with singly/ multiple items, POS Billing, Stock Summary, Stock Category creation and Stock Transfer, Godown Creation, ABC analysis, Stock Journal, Physical Verification of Stock, Manufacturing Inventory.</p>
7	Payroll (PF, ESI, P.Tax, Income Tax, Bonus, Gratuity, Leave Encashment and Components of salary & allowances).
8	Ratio Analysis (Theory & Practical)
9	Revision of Tally Package
10	Revision of GST
11	How to appear interview in different organization as Accounts Professional
12	Interactive Session & Certification distribution