

ESTC

(भारत सरकार का उपक्रम)
सूक्ष्म लघु एवं मध्यम उद्यम मंत्रालय के अधीन

Academy of Computer & Electronics Learning
IT Planet (A Training Unit) **Haldwani**

Web: <http://itplaneteducation.com>, Mail : info@itplaneteducation.com

Certificate Course In Accounting

Duration: 160 Hrs.(Approx 3 Month).

Basic Accounting Terms:

Capital, Assets, Drawing, Debit, Credit, Debtors, Creditors, Principles of Accounting, Ledger, Voucher, Day Book, Balance Sheet, P & L A/c., Journal Entries.

Tally Overview

Getting Functional with Tally. ERP9
Creation/Setting Up of Company .

Accounting Master in Tally ERP 9.

F11 :Features
F12: Configuration.
Setting Up Account Heads.

Inventory in Tally.ERP9

Stock Group
Stock Category
Godown/Location
Unit of Measures.
Stock Item

Voucher Entry In Tally

Accounting Voucher
Inventory Voucher
Invoicing.

Advanced Accounting in Tally .ERP9

Credit Limit

Bill Wise Detail

Interest Calculation

Cost Center and Cost Categories

Advanced Inventory in Tally.ERP9

Order Processing : Purchase Order and Sale Order Processing.

Tracking Number Batch-wise Detail.

Additional Cost Detail Bill of Material(BOM)

Price Level and Price List stock Valuation.

Different Actual and Billed Quantities.

Point Of Sale(POS).

Feature of Point of sale

Entering POS Transaction POS Reports.

Taxation

TAX Deducted at Source(TDS)

Basic Concept of TDS

Configuring TDS in Tally.ERP9

Processing Transaction TDS Reports

Tax Collected At Source(TCS)

Basic Concept of TCS

Configuring Tally.ERP9 for TCS Creating Masters

Entering Transactions TCS Reports

Goods and Service Tax(GST)

Basic concept of GST.

Basic Concept of CGST,SGST and IGST

Configuring GST in Tally.ERP9

Work with Different rate of GST.

GST Implementation with Item rate and Item Value.

Create Sale and Purchase invoice with GST

Payroll Accounting

Configuring Payroll in Tally.ERP9.

Creating Payroll Masters.