



Accounts Executive

COURSE DURATION: 2 Months

COURSE FEES: 6300 (Inclusive All)

SYLLABUS

- Fundamentals of Accounting and Tally.ERP 9
- Creating Masters in Tally.ERP 9
- Voucher Entry and Generation of Reports
- Tally Vault and Security Controls
- Export, Import and Splitting of Data
- ODBC Connectivity
- Printing Reports
- Advanced Accounting and Inventory in Tally.ERP 9
- Job Costing and Job Order Processing
- Installing & Activating Tally.ERP 9
- Value Added Tax (VAT)
- Central Sales Tax (CST)
- Tax Deducted at Source (TDS)
- Service Tax

GOOD TO KNOW:

- Multilingual Capabilities
- Backup and Restore
- Tally.NET and Remote Capabilities
- Managing Accounts using Control Centre
- Online Help and Support

LEARNING OUTCOMES:



At the end of the course, you will

- Have an understanding of basic Accounting concepts and principles
- Be able to generate Accounting and Inventory Masters, Vouchers and Basic Reports in Tally
- Have an understanding of Advanced Accounting and Inventory in Tally.ERP 9
- Understand the importance and usefulness of Job Costing and Job Order Processing
- Get familiar with the Technological Advantages of Tally including Multilingual Capabilities, Remote Access, Security Features and Tally.NET
- Have an understanding of basic concepts and practical application of VAT, CST, TDS and Service Tax

OPPORTUNITIES AVAILABLE:

- Accounts Executive/Manager
- Store Manager
- Warehouse Executive/Manager for Retail companies
- Audit Assistant/Audit clerk
- Tally Support Executive/Manager



Academy

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VOLUME 1	
VI - L1	Basics of Accounting <ul style="list-style-type: none">- Introduction- Accounting Principles, Concepts and Convention- Double Entry System of Book Keeping- Types of Accounts- Golden Rules of Accounting- Mode of Accounting- Financial Statements- Recording Transactions of Sample Data
VI - L2	Fundamentals of Tall.ERP 9 <ul style="list-style-type: none">- Introduction- Getting Functional with Tally.ERP 9- Creation / Setting up of Company in Tally.ERP 9- Company Features- Configurations
VI - L3	Creating Accounting Masters in Tally.ERP 9 <ul style="list-style-type: none">- Chart of Accounts- Groups- Ledgers- Walkthrough for creating Chart of Accounts- Practice Exercises
VI - L4	Creating Inventory Masters in Tally.ERP 9 <ul style="list-style-type: none">- Stock Group- Stock Categories- Units of Measure- Godowns- Stock Items- Voucher Types- Walkthrough for creating Inventory Masters- Practice Exercises
VI - L5	Voucher Entry in Tally.ERP 9 <ul style="list-style-type: none">- Accounting Vouchers- Walkthrough for recording Accounting Vouchers- Inventory Vouchers- Walkthrough for recording Inventory Vouchers- Invoicing- Practice Exercises
VI - L6	Generating Basic Reports in Tally.ERP 9 <ul style="list-style-type: none">- Financial Statements- Accounting Books & Registers- Inventory Books & Reports- Exception Reports- Practice Exercises



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VI – L7	Multilingual Capabilities <ul style="list-style-type: none">- Configuring Tally.ERP 9 for Multilingual Capabilities- Creating Masters- Entering Transactions- Transliteration- Generating Reports
VI – L8	Technological Advantages of Tally.ERP 9 <ul style="list-style-type: none">- Tally Vault- Security Controls- Tally Audit- Backup and Restore- Split Company Data- Export and Import of Data- ODBC Connectivity- Web Enabled, Print Preview and Online Help- Printing Reports
VOLUME 2	
V2 - LI	Advanced Accounting in Tally.ERP 9 <ul style="list-style-type: none">- Bill-wise Details- Cost Centres and Cost Categories- Voucher Classes- Cost Centre Class- Multiple Currencies- Interest Calculation- Budgets & Controls- Scenario Management- Banking- Stock Summary- Trial Balance- Practice Exercises
V2 - L2	Advanced Inventory in Tally.ERP 9 <ul style="list-style-type: none">- Order Processing- Reorder Levels- Tracking Numbers- Batch-wise Details- Additional Cost Details- Bill of Material (BOM)- Price Levels and Price Lists- Stock Valuation- Zero Valued Entries- Inventory Ageing Analysis- Different Actual and Bill Quantities
V2 – L3	Job Costing <ul style="list-style-type: none">- Configuring Job Costing in Tally.ERP 9- Creating Masters for Job Costing- Recording Transactions- Job Costing Reports



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V2 – L4	Job Order Processing <ul style="list-style-type: none">- Features of Job Order Processing in Tally.ERP 9- Configuring Job Order Processing in Tally.ERP 9- Job Order Processing- Job Order Reports
V2 – L5	Tally.NET and Remote Capabilities <ul style="list-style-type: none">- Overview of Tally.NET- Configure Tally.NET Features- Connect Company on Tally.NET Features- Create Remote Users- Authorise Remote Users- Remote Access
V2 – L6	Application Management and Controls <ul style="list-style-type: none">- Concept of Control Centre- Installing & Activating Tally.ERP 9- Logging to Control Centre- Managing Accounts using Control Centre
V2 – L7	Online Help and Support <ul style="list-style-type: none">- Features of Support Centre- Accessing the Support Centre- Using Support Centre
VOLUME 3	
V3 – L1	Value Added Tax (VAT) <ul style="list-style-type: none">- Basic Concepts in VAT- Configuring VAT in Tally.ERP 9- Creating Masters- Entering Transactions- Accounting for Return of Goods- Rate Difference in Purchase / Sales- Accounting for Interest Transactions- Exempt Transaction under VAT- Purchase from Unregistered Dealers- Claiming ITC on Capital Goods- Inter State Branch transfers- VAT Reports- Practice Exercises- VAT for Composite Dealers
V3 – L2	Central Sales Tax (CST) <ul style="list-style-type: none">- Basic of Central Sales Tax (CST)- Enabling CST in Tally.ERP 9- Recording Interstate Transactions in Tally.ERP 9- Payment of CST- CST Reports- Practice Exercises



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V3 – L3	Tax Deducted at Source <ul style="list-style-type: none">- Basic concepts of TDS- Configuring TDS in Tally.ERP 9- Creation of Masters- Recording Transactions- TDS Reports
V3 – L4	Service Tax <ul style="list-style-type: none">- Basic of Service Tax- Configuring Tally.ERP 9 for Service Tax- Creating Masters- Recording Transactions- Accounting for Advance Receipts- Accounting for Opening Service Tax Credit- Adjustment of Input Service Tax Credit- Payment of Service Tax- Service Tax Reports