

PROFESSIONAL ACADEMY

Professional Accounting -Tally Advance course detail

Duration:

6 Month to 7 Month

Certification:

1. Tally Authorized
2. Tally Expert
3. NGO Certificate
4. Tally Mark sheet

Books Kit:

- ❖ 11 Books Sets

Free

- ❖ Spoken English
- ❖ Excel With Tally
- ❖ Typing English
- ❖ **3 Months internship (If learner interested)**

-:Note: 25 Students Desktop Free:-

Business Accounting

- ❖ Accounts Fundamentals, Accounting Principle, Bank Reconciliation,
- ❖ Depreciation, Ledger Posting, Financial Statement , Notes On Accounts,
- ❖ Meaning and process of Accounting (Better for non-Commerce Students)
- ❖ Accounting Concepts, Conventions, Equation & Other Fundamental terms
- ❖ Book Keeping –Journal , Subsidiary Books, Cash Book ,Ledger & Trial Balance
- ❖ Manual Interest Calculation, Discounting Entries and Other Transactions
- ❖ Financial Statements- Trading Accounts , Profits & Loss Accounts Balance Sheet & Cash Flow statement.
- ❖ Adjustment Entry For Finalization of Accounting Statements

Advance MS Excel Syllabus

Advance Number Formatting / Advance Conditional Formatting / Match & Index /Financial Functions/Array Formula / Power pivot / v Lookup / H Lookup / Dashboard / Macro / Project Work / logical /Finance function / Sort & filter / Pivot table & Pivot Chart / Protection / projects on excel Google Drive / Google Sheets |MS Office Hardware & Software | Working with window | File & folder Management | introduction to MS Word |Page set up drafting & formatting documents | table | header & footer | introduction to MS excel |database design / cell reference | number & conditional Formatting | look up & reference functions MS power point| MS outlook | mail merge | Email| Internist

Accounting Software Training

(A) Latest Version Of Accounting Software (Tally Prime)

Accounting For Services Organization

Accounting For Trading organization

Accounting for manufacturing organization

Finalization of trading, P&L and balance sheet

Finalization of accounting Adjustment

Company creation | cost Center & cost Category | Accounting |

Inventory | Bill of Materials (BOM) | Purchase & Sale Cycle|

Basic Concepts Of GST | GST Using Tally | Generation Of Returns |

TDS | PF | ESI | payroll | Reports | Security | Backup and Restore

PROFESSIONAL ACADEMY

Technical Training

- ❖ Tally, Marg, busy, Genius, Compute tax Installation & Registration, Backup & Restore
- ❖ Consolidation of Accounts, Split Company Data, Export & Import of Data
- ❖ Migration of Tally Data OF version 5,4,6.3,7.2,8.4,9.6, Tally ERP Tally Prime
- ❖ Rewrite Tally data With Lower version to higher version (And Higher to Lower) Tally .net Remote Capabilities
- ❖ Tally Net Subscription on Yearly Basic, Tally License Surrender & Reactivation Use Gold Edition On Networking.
- ❖ Updating Tally Release Series on Monthly Basis
- ❖ Data Transfer Processor & Share

GST Advance

1. Introduction of GST
2. Type of GST , Tax payer & GST Scheme
3. Registration –In GST
4. Scope of supply , Place & Time of supply and Invoice
5. E-way Bill Invoice
6. Input Tax Credit (ITC)
7. Form Filling of GST Returns (GSTR)
8. Payment of GST

Income Tax

1. Introduction of Income Tax
2. Online –Pan filling & E-Filing Registration
3. Income Heads
4. Deductions
5. Computation and Return Filing Forms
6. Income Tax Penalty & Interest
7. TDS (Tax Deduction At sources)
8. TCS (Tax collected at sources)
9. Advance Tax

Advance Accounting Finalization & MIS Reporting

- ❖ Banking Transaction management Including in Bank Reconciliation Statements (BRS)
 - ❖ Knowledge of AS-6 (Depreciation) & its Accounting
 - ❖ Insurance Entries
 - ❖ Various Adjustment Entry & Accounting Tips
 - ❖ Provision & Projected Balance Sheet , Profit & Loss statement
 - ❖ MIS-DATA + Processing +Information , Information /Data collection Techniques
(MIS Reporting send to management like as sundry debtors , sundry creditors , Profit & Loss A/c Balance sheet ,Expenses , Inventory Report , Exception Reports & Statutory Payments Etc...)
- Steps to be taken at the time of finalization of books of account

Business Registration:

- ❖ Udyam Registrations
- ❖ PAN , TAN & GST Registrations
- ❖ Business Registration No (BRN)
- ❖ Company Registration
- ❖ Food License & Trade Mark
- ❖ Shop Act Registration

AI Tools using in Accounting & Financial Field