

## 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 (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