**Foundation**

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| **Chapter I** | **Basics of Accounting**   * 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 |
| **Chapter 2** | **Fundamentals of Tall.ERP 9**   * Introduction * Getting Functional with Tally.ERP 9 * Creation / Setting up of the Company in Tally. ERP 9 * Company Features F11 * Configurations F12 |
| **Chapter 3** | **Creating Ledger Accounting in**  **Tally.ERP 9**   * Chart of Accounts * Groups * Ledgers * Single / Multi Method * Practice Exercises |
| **Chapter 4** | **Creating Voucher Entry in Tally.ERP 9**   * Accounting Vouchers * Purchase Voucher * Sales Voucher * Receipt Voucher * Payment Voucher * Contra Voucher * Date change * Practice Exercises |
| **Chapter 5** | **Creating Inventory, Masters in**  **Tally. ERP 9**   * Stock Group * Stock Categories * Units of Measure * Stock Items * Voucher Types * Walk-through for creating Inventory, Masters * Practice Exercises |
| **Chapter 6** | **Returns**   * Purchase return * Sales return |
| **Chapter 7** | **Godown Creation**   * Single Godown * Multiple Godown * Practice Exercises |
| **Chapter 8** | **Inventory Vouchers**   * Goods Agjustment |

**Intermediate**

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| **Chapter 1** | **Receivable and payable management**   * Bill – wise detail of trading accounts * New Reference * Against Reference * Advance * On Account * Practice Exercises |
| **Chapter 2** | **sales management**   * price list * multiple priceleist |
| **Chapter 3** | **Advanced Inventory in Tally.ERP 9**   * Order Processing * Purchase Order * Sales Order * Tracking Numbers * Batch-wise Details * Price Levels and Price Lists * Practice Exercises |
| **Chapter 4** | **Tax Deducted at Source (TDS)**   * Basic concepts of TDS * Configuring TDS in Tally.ERP 9 * Creation of Masters * Recording Transactions * TDS Reports * Practice Exercises |
| **Chapter 5** | **Service Tax**   * Basic of Service Tax * Configuring Tally.ERP 9 for Service Tax * Creating Masters * Recording Transactions * Accounting for Opening Service Tax Credit * Payment of Service Tax * Service Tax Reports * Practice Exercises |
| **Chapter 6** | **Payroll Accounting and Compliance**   * Configuring Payroll in Tally.ERP 9 * Creating Payroll Masters * Processing Payroll in Tally.ERP 9 * Accounting for Employer PF Contributions * Accounting for Employer ESI Contributions * Accounting for Income Tax * Payment of Professional Tax * Generating Payroll Reports |
| **Chapter 7** | **printout**   * backup * restore * export to excel |
| **Chapter 8** | **GST**   * GST in India – An Introduction * GST ledger * vouchers with gst * Payment of Tax |

Course Fee : Rs.4500

Reg fee : Rs.250

Course duration : 2 Month (Daily 1hr)

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