

Super Vision Computer

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Course Content Advance Tally.Erp9

SYLLABUS

- Basic of Manual Accounting (E.g. Journal Entry, Ledger, Trial Balance, Final A/c)
- Complete Book keeping & Accounting
- Types and Rules of Account
- Manual Report vs. Computerized Reports
- Income & Expenditure
- Journalizing and Posting of Transactions
- Company Creation, Alter, Delete, Updating Company Information
- Financial Periods
- Maintaining Accounts in Tally.ERP 9
- Accounting Groups
- Ledgers Creation (New A/c Opening)- Create, Alter, Delete
- Fundamentals of Stock Management
- Stock Management
- Stock Unit
- Stock Group
- Stock Item
- Price List & Discounts
- Multiple Godowns
- Delivery Memo (DM)
- Orders, Invoice, Voucher
- Sales Order
- Sales Billing ,Cash/Credit
- Sales Return /Return Inward
- Set Credit limit for Customer
- Retail Transactions (POS)

- Multimode Payment Option in sale – Gift Voucher, Credit /Debit Card, Cheque/Cash
- Item wise & Invoice (Billing)
- Entry of Payment Received from Customer in Cash /Cheque/Bank Transfer
- Customer's Cheque Bounce /Dishonored Entry
- Recording Day to Day Transactions
- Banking-Cash Deposit,Withdraw,Fund Transfer Bank to Bank
- Cheque Book Configuration
- Bank Reconciliation
- Purchase Goods on Credit/ Cash
- Make Payment to Creditors (Supplier) in Cash/Cheque/Bank Transfer
- Cash Receipt and Print Formal Receipt
- Accounts Receivables and Payable Management
- Allocation and Tracking of Expenses and Incomes
- Reporting
- Percentage Based Report
- Display Various Statement
- Ratio Analysis
- Date Based Reporting
- Budgets & Controls
- Cost Centers
- Securing Financial Information
- Data Management and Financial Year End Process
- Backup & Restore Accounting Data
- Adjustment Entry in Final A/c e.g. Depreciation Entry
- Goods and Services Tax (GST)
- Tax Deducted at Source (TDS)
- Value Added Tax (VAT)
- Interest Calculation
- Cheque Printing
- Multi lingual
- Income Tax,
- Advanced MIS
- Printing Various Report
- Email & Export Report