

Certificate in Financial Accounting (CFA)

➤ **Concept of Financial Accounting**

Introduction, Book-keeping, Accountancy, Terminology, Double Entry System, Journal, Discount, Ledger, Trial Balance, Exercise

➤ **Company Information**

Introduction, Installation of Tally, Starting Tally, Selecting a Company, Accounts Information, Creating Ledger Account, Exit from Tally, Exercise

➤ **Inventory Information**

Introduction, Stock Groups, Stock Categories, Units of Measure, Location/Godowns, Stock Items, Bill of Materials, Exercise

➤ **Voucher Entry**

Introduction, Steps to make a Voucher Entry, Different types of Voucher(Receipt, Payment, Contra, Purchase Order, Receipt Note, Purchase, Sales Order, Delivery Note, Sales, Journal, Debit Note, Credit Note, Stock Journal, Physical Stock, Memo Voucher, Reversing Journals, Manufacturing Journal), Display, Alter & Delete Voucher, Exercise.

➤ **Taxes(VAT, TCS, CST, TDS, Service Tax)**

VAT : Introduction, VAT in India, General Terminologies, Advantages of VAT, VAT Rates, Business Process, Computation of VAT, VAT Classification, Enabling VAT in Tally, VAT Reports, Exercise

TCS : Introduction, Classification of Seller for TCS, Classification of Buyer for TCS, Features of TCS in Tally, Enabling TCS in Tally, Creating Party Ledgers, Creating TCS Ledger, TCS Report, Payable.

CST : Introduction, Features of CST in Tally, Enabling CST in Tally, Creating an Inter-State Sales Ledgers, CST Payable Ledger, Creating a Purchase Ledger, CST Report.

TDS : Introduction, TDS Process, TDS in Tally, Features of TDS in Tally, Enabling TDS in Tally, Issue of TDS Certificate, Creating TDS Masters, TDS on Expenses, TDS Report.

Service Tax : Introduction, Service Tax Flow, Adjusting Credit, Abatement, Features of Service Tax in Tally, Enabling Service Tax in Tally, Creating Party Ledgers, Creating Purchase Ledger for Services, Creating a Sales Voucher, Service Tax Statutory Reports.

➤ **Payroll**

Introduction, Features of Tally, Enabling Payroll in Tally, Enabling Payroll Statutory Features, Five Steps to Generates a Payslip, Creating Employee Group, Creating Payroll Unit, Creating Attendance/Production Types, Creating Pay Heads, Defining Salary Structure, Voucher Types in Payroll, Payroll Transactions, Salary Process.

➤ **Reports**

Introduction, Balance Sheet, Profit and Loss Account, Stock Summary, Day Book, Account Books, Group Summary, Sales Register, Purchase Register, Journal Register, Outstanding Receivable/Payable Statements, Inventory Books, Statements of Inventory, Cash Flow/Funds Flow, Ex

➤ **Management of Company**

Cost Centres, Cost Categories, Budget, Backup, Restoring Backup, Split Company Data, Export to Excel, Import Ledger, Multi-Lingual Capabilities in Tally.ERP 9.

➤ **Shortcut Keys**

Function Key Combination, Special Key Combination

➤ **Assignment & Project**

Course Code:- LT02

Duration:- Three Months

Free

Course Kit, Bag etc.