KIT INDIA

KALAMS INSTITUTE OF TECHNOLOGY

The Best Progressing Institute of India

Kit India, 2nd Floor, Near Bus Stand, Hoshiarpur

Celebrating
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ADVANCE DIPLOMA
IN
BUSINESS ACCOUNTS

Duration: 2 Sem (1Year)

Training: 3 Month

1. What is Accounts?
2. What is accounting?
3. Accounting Terminology
4. Accounting and its Branches
5. Bookkeeping and Accounting
6. Accruals
7. Loan and types
8. Liability and types
9. Assets and types
10. Accounts and types
11. What is Double Entry System?
12. Advantages/ Disadvantages o Double Entry
13. Accounting Standard & Development
14. Distinction between Cash System & Mercantile System
15. What is Journal?
16. Source Document or writing Journal
17. Journalizing
18. Explanation of Columns & Journal
19. Advantages of Journal
20. Rules of Debit and Credit
21. Compound Journal Entry
22. Ledger and its features
23. Folio Introduction and its Performa
24. Balancing of Accounts & its process
25. Practice with Journal
26. Trial Balance & its Features
27. Preparation of trial Balance
28. Methods of preparing Trial Balance
29. Final Accounts
30. Trading Account
31. Closing Entry of trading Account
32. Closing Stock

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33. Profit & Loss Account & features
34. Importance of Profit/ Loss
35. Difference Between Trading A/c & Profit Loss A/c
36. Gross Profit & Net Profit
37. Balance Sheet & its characteristics
38. Difference between Trial Balance & Balance sheet
39. Marshalling of Balance sheet
40. Introduction of Computerized Accounting
41. Features of Computerized Accounting
42. Introduction of Computer files like Data File, Program files etc.
43. Invoice & its types
44. Vouchers
45. Depreciation
46. Gratuity
47. Credit Note /Debit Note
48. What is Payroll & its Processing
49. Payroll Structure
50. Pay slip & Salary Ledger
51. What is VAT and its process
52. What is GST and GSTIN?
53. Types o Dealer : Registered Dealer/ Unregistered Dealer/ Composition Dealer
54. Input/output Carry/forward
55. Income Tax
56. Sale Tax
57. Service Tax
58. Excise Duty
59. How to create manual voucher?
60. What is Company and its Types
61. What are logo and trademarks?
62. Introduction of Tally and its features
63. Introduction of Capital, Drawing, Bank A/c, Profit-Loss, Stock, Expenditure, Income, Gain, Sales Return, Purchase Return, Goods
64. Introduction of Ledger and Groups
65. How to Create & Delete Company in Tally?
66. How to Create Ledger & Group in Tally?
67. How to Display, Alter & Delete Ledger and Group?
68. How to maintain Stock (Units, Group & Item)?
69. Multiple Stock with inclusive MRP
70. How to maintain Receipt Entry (F6) in Tally?
71. How to insert logo on Sale Bill
72. How to receive by cash and Cheque?
73. How to maintain F5 Payment Entry?
74. F4 Contra Entry
75. Petty Cash
76. How to Paid by Cash and Cheque
77. Purchase Order/ Sale Order
78. What is Sale & Purchase?
79. How to Check Sale/Purchase Register
80. POS (Point of Sale Entry)
81. What are Sundry Creditor and Debtor?
82. Introduction of Vouchers
83. F8 Sale Entry
84. F9 Purchase Entry
85. Introduction of Payroll
86. How to maintain Payroll?
87. How to maintain attendance?
88. Security Control
89. Tally Vault
90. Introduction of GST
91. Reverse Charge under GST
92. GST Import Export
93. How Input Tax Credit would be allowed in GST?
94. How to Enable VAT & GST
95. Opening/ Closing Balance in Tally Manually

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96. Manual Accounting
97. How to maintain GST Taxation
98. Introduction of Duties & Taxes
99. How to Check Bill wise Entry
100. How to Check GST Report (Taxation)
101. How to check GSTR 1,2,3,4
102. How to check B2B, B2C Invoice
103. Configuration of Tally
104. Export Data in Excel
105. How to install Tally
106. How to Check Balance sheet
107. How to create balance sheet
108. Introduction of TDS
109. How to enable TDS
110. How to maintain TDS entry
111. What is CST?
112. Introduction of TCS
113. TCS Entrry
114. Introduction of FBT
115. Introduction of Service Tax
116. Introduction of Sale Tax
117. Receivable and Payable Entry
118. Work on Allcount
119. E-Way Bill
120. Create Company and Delete Company in Allcount
121. Create Stock Items in Allcount
122. Purchase Entry in Allcount
123. Purchase Register in Allcount
124. Sale Entry in Allcount
125. Sale Register in Allcount
126. Stock Report in Allcount
127. Create/Alter/Delete Ledger in Allcount
128. Quick Payment in Allcount
129. Quick Receipt in Allcount
130. Cheque Issue in Allcount
131. Cheque receive in Allcount
132. NEFT/RTGS/IMPS Receive in Allcount
133. Bill wise entry in Allcount
134. GST Reports in Allcount
135. GST Summery in Allcount
136. Tax include & Exclude in Allcount
137. Trading A/c in Allcount
138. Profit & Loss in Allcount
139. Balance Sheet in Allcount
140. Manually Opening/Closing Balance in Allcount
141. Journal Voucher in Allcount
142. Bill wise Details in Allcount
143. Date wise Summary in Allcount
144. Import & Export in Allcount
145. Import Tally Data in Allcount

Course	Duration	Fee
Tally ERP9	2Month	4500/-
Tally ERP9 with Basic Accounts	3Month	6000/-
Tally ERP9 with Business Accounts	6Month	15000/-

100% Quality Education
100% Practical Knowledge

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