



**KIT INDIA**

**KALAMS INSTITUTE OF TECHNOLOGY**

The Best Progressing Institute of India

Kit India, 2<sup>nd</sup> Floor, Near Bus Stand, Hoshiarpur



**THE BEST PROGRESSING INSTITUTE OF INDIA**

**101% JOB GUARANTEE**

**UNNATI**

A PROGRAMME FOR RURAL DEVELOPMENT



**GET DEFINATE SCHOLARSHIP**

**UPTO 100%**

## **DIPLOMA IN BUSINESS ACCOUNTS**

**Duration: 9+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 of Double Entry
13. Accounting Standard & Development
14. What is Journal?
15. Source Document or writing Journal
16. Journalizing
17. Explanation of Columns & Journal
18. Advantages of Journal
19. Rules of Debit and Credit
20. Compound Journal Entry
21. Ledger and its features
22. Folio Introduction and its Performa
23. Balancing of Accounts & its process
24. Practice with Journal
25. Trial Balance & its Features
26. Preparation of trial Balance
27. Methods of preparing Trial Balance
28. Final Accounts
29. Trading Account
30. Closing Entry of trading Account
31. Closing Stock
32. Profit & Loss Account & features
33. Importance of Profit/ Loss
34. Difference Between Trading A/c & Profit Loss A/c
35. Gross Profit & Net Profit
36. Balance Sheet & its characteristics

37. Difference between Trial Balance & Balance sheet
38. Marshalling of Balance sheet
39. Introduction of Computerized Accounting
40. Features of Computerized Accounting
41. Introduction of Computer files like Data File, Program files etc.
42. Invoice & its types
43. Vouchers
44. Depreciation
45. Credit Note /Debit Note
46. What is Payroll & its Processing
47. Payroll Structure
48. Pay slip & Salary Ledger
49. What is VAT and its process
50. What is GST and GSTIN?
51. Types of Dealer : Registered Dealer/ Unregistered Dealer/ Composition Dealer
52. Input/output Carry/forward
53. Income Tax
54. Sale Tax
55. Service Tax
56. Excise Duty
57. What is Company and its Types
58. Introduction of Tally and its features
59. Introduction of Capital, Drawing, Bank A/c, Profit-Loss, Stock, Expenditure, Income, Gain, Sales Return, Purchase Return, Goods
60. Introduction of Ledger and Groups
61. Create & Delete Company in Tally?
62. How to Create Ledger & Group in Tally?
63. How to Display, Alter & Delete Ledger and Group?
64. How to maintain Units, Group & Item
65. Multiple Stock with inclusive MRP
66. How to maintain Receipt Entry (F6) in Tally?
67. How to insert logo on Sale Bill
68. How to receive by cash and Cheque?
69. How to maintain F5 Payment Entry?
70. F4 Contra Entry
71. Petty Cash
72. How to Paid by Cash and Cheque
73. Purchase Order/ Sale Order
74. What is Sale & Purchase?
75. How to Check Sale/Purchase Register
76. POS (Point of Sale Entry)
77. What are Sundry Creditor and Debtor?
78. Introduction of Vouchers
79. F8 Sale Entry
80. F9 Purchase Entry
81. Introduction of Payroll
82. How to maintain Payroll?
83. How to maintain attendance?
84. Security Control
85. Tally Vault
86. Introduction of GST
87. GST Import Export
88. How Input Tax Credit would be allowed in GST?
89. How to Enable VAT & GST
90. Opening/ Closing Balance in Tally Manually
91. Manual Accounting
92. How to maintain GST Taxation
93. Introduction of Duties & Taxes
94. How to Check Bill wise Entry
95. How to Check GST Report (Taxation)
96. How to check GSTR 1,2,3,4
97. How to check B2B, B2C Invoice
98. Configuration of Tally
99. Export Data in Excel
100. How to install Tally
101. How to Check Balance sheet
102. How to create balance sheet