



**KIT INDIA**

**KALAMS INSTITUTE OF TECHNOLOGY**

The Best Progressing Institute of India

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

Contact : 98780-47098, 9356746098



**THE BEST PROGRESSING INSTITUTE OF INDIA**

**101% JOB GUARANTEE**

**UNNATI**

A PROGRAMME FOR RURAL DEVELOPMENT



**GET DEFINATE SCHOLARSHIP**

**UPTO 100%**

**TALLY ERP.9 WITH  
BUSINESS ACCOUNTS**

**Duration: 6 Month**

**Fee : 15000/-**

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. What is Journal?
13. Source Document or writing Journal
14. Advantages of Journal
15. Rules of Debit and Credit
16. Compound Journal Entry
17. Ledger and its features
18. Folio Introduction and its Performa
19. Balancing of Accounts & its process
20. Practice with Journal
21. Trial Balance & its Features
22. Preparation of trial Balance
23. Methods of preparing Trial Balance
24. Final Accounts
25. Trading Account
26. Closing Entry of trading Account
27. Closing Stock
28. Profit & Loss Account
29. Gross Profit & Net Profit
30. Balance Sheet & its characteristics
31. Difference between Trial Balance & Balance sheet
32. Introduction of Computerized Accounting

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