EXCEL TALLY & GST

6 Months Program

3 Months E-Learning
3 Months Internship

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What is Excel

A software program created by Microsoft that uses spreadsheets to organize num-bers and data with formulas and functions. Excel analysis is ubiquitous around the world and used by businesses of all sizes to perform financial analysis.

What is Tally

Tally is an ERP accounting software package used for recording day to day business data of a company. The latest version of Tally is Tally ERP 9.

What is GST

GST is a multi-stage tax system which is comprehensive in nature and applied on the sale of goods and services. The main aim of this taxation system is to curb the cascading effect of other Indirect taxes and it is applicable throughout India.

Tutor Details

Sreedevi

Mrs. Sreedevi Asok, who has over 30 years of teaching experience, is in charge of our Tally, GST, and Excel classes. She is an ideal educator for students who wish to master the practical skills needed to thrive in the accounting field. These experiences served her well later in her career and she treasured them a lot. She is an excellent tutor who is both enthusiastic and informed. She has done a lot of tutoring expertise and makes sure that her students comprehend everything. She has developed a reputation of honesty and integrity that is upheld not only in words but also in deeds.

Course Structure

- ➤ 3 months E-Learning and
- ➤ 3 months Internship
- ➤ Live Session for Doubt Clearance (Monday to Friday 10 AM to 7 PM)
- ➤ 100% Placement Assistance

Certification

AVODHA Course Completion Certficate

Tally Solution Certification

GST Practitioner Certification

Microsoft Excel Certificate

Fees Structure

- ➤ Admission Fee : ₹3,800
- ➤ Total Fee : ₹17,800

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COURSE CURRICULUM

GETTING INTO MS EXCEL

➤ Introduction to Excel

DATA

➤ Data Types

➤ Formulas for Arithmetic Operators

FUNCTIONS

➤ Functions-1

➤ Functions-2

➤ Data Entry for Practice

➤ Speeding up Excel – 1

➤ Speeding up Excel-2

➤ Speeding up Excel-3

➤ Speeding up Excel-4

➤ Speeding up Excel-5

➤ Speeding Up Excel -6

➤ Speeding Up Excel-7 (Cells)

➤ Speeding Up Excel-8 (Functions)

➤ Speeding Up Excel-9 (Dates)

➤ Excel Extended Practical -1

➤ Excel Extended Practical – 2

➤ Getting into Forms in Excel–Part 1

➤ Getting into Forms in Excel–Part 2

➤ Getting into Forms in Excel–Part 3

➤ Finalizing our Form in Excel–4

➤ General Excel Learning–1

➤ General Excel Learning–2

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- ➤ Printing a Worksheet / Workbook in MS Excel?
- ➤ General Excel Learning – 3
- ➤ General Excel Learning – 4
- ➤ Indian Rupee Symbol in Excel
- ➤ General Excel Learning-5
- ➤ VLOOKUP Functions & its Uses-1
- ➤ VLOOKUP Function & its Uses-2
- ➤ VLOOKUP Function & its Uses-3
- ➤ VLOOKUP Function & its Uses-4
- ➤ VLOOKUP & its Functions–5
- ➤ VLOOKUP & it's Functions–6
- ➤ VLOOKUP & it's Functions–7
- ➤ VLOOKUP & it's Functions–8
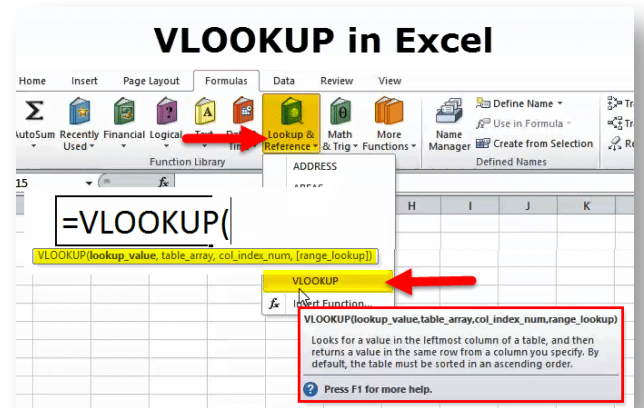
LEARNING INTERNET TOOLS

- ➤ Introduction to Google Sheets
- ➤ Google Sheets & Add-ons
- ➤ Maximising Forms using Sheets

CONTINUING WITH FUNCTIONS

- ➤ Left() Right() and Mid() Functions
- ➤ Len & Search
- ➤ Concatenate

INTRODUCTION TO COMMERCE

- ➤ What is commerce | Introduction | Accounting System | Accounting
- ➤ Introduction to Commerce – Part 2

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- ➤ Double Entry Accounting Systems
- ➤ Double Entry Accounting Problem – Part 1
- ➤ Double Entry Accounting Problem – Part 2

TALLY ERP9

- ➤ Tally.ERP9 – Download , Install , Activation
- ➤ Opening Tally & Company Creation
- ➤ Groups & Ledgers
- ➤ Understanding Tally Pre-defined Vouchers
- ➤ Job Costing

BASICS OF ERP9

- ➤ Tally Data Processing Structure
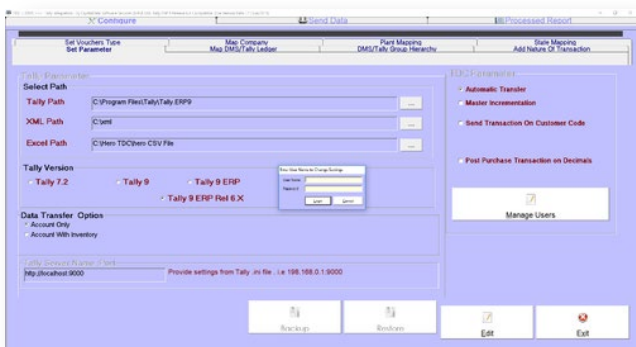
ACCOUNTS MANAGEMENT INSTALLMENTS BILLS RECEIVABLES AND PAYABLES

- ➤ Understanding Installments/ OutStanding Concept
- ➤ Recording & Maintaining Installments in Tally.ERP9 I Billwise Accounts
- ➤ Recording & Maintaining Supply against Advances – Advances Management
- ➤ Tracking Over Due Supply – Credit Sales

TALLY WITH BANKING

- ➤ Cheque Book Configuration in Tally.ERP9
- ➤ Post Dated Cheques Management in Tally.ERP9 I PDC's
- ➤ Transaction Types

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- ➤ Bank Reconciliation In Tally.ERP9 I Case Study 2
- ➤ Function Keys

TALLY WITH GST

- ➤ GST Revenue Sharing Ratios between Center & State Govt's
- ➤ GST Classifications
- ➤ Recording GST Transactions
- ➤ GST Tax Invoice Configuration – Voucher Numbering – Sales
- ➤ GST tax Invoice Configuration, Auto Billing – purchase
- ➤ GST Tax Invoice, Bank Details-Cus Seal & Signature, Jurisdiction -Printing Confinguration
- ➤ GST Tax Invoice, Bank Details-Cus Seal & Signature, Jurisdiction -Printing Confinguration

- ➤ Rate Inclusive of GST I Enabling Item Description in Tally.ERP9
- ➤ Setting MRP Details
- ➤ Recording GST Transactions – Services Part 1
- ➤ Recording GST Transactions - Services Part 2
- ➤ Recording GST Transactions – Assets I with Input Tax Credit I without ITC
- ➤ Recording GST Transactions–Assets with or without ITC-Part2
- ➤ Recording GST Transactions – Expenses with & without Input Tax Credit
- ➤ Recording GST transactions-Expenses with or without ITC-Part2
- ➤ Recording GST Transactions – Sales with Additional Expenditure

TALLY ERP9 ADJUSTMENTS

➤ Recording – Year End Adjustments in Tally.ERP9
➤ Capital Adjustments I Drawings Adjustments & Closing I Profit Sharing I Split

PAYROLL IN TALLY ERP9

➤ Payroll – in Tally.ERP9 Introduction to Steps
➤ Payroll-Complete Setup Monthly Process & Stop Computation – Overall Coverage

TALLY PRIME

➤ Downloading &Installing Tally Prime
➤ Opening Tally Prime, Create,Alter,Delete Company in Tally Prime
➤ Create,Alter,Delete Ledger Groups in Tally Prime.
➤ Create ,Alter,Delete Ledgers in Tally Prime.
➤ Accounting Vouchers in Tally Prime
➤ Voucher Type Creation

Cost Center in Tally

ACCOUNTS WITH INVENTORY

➤ Stock Group -Create,Alter,Delete

COSTING IN TALLY PRIME

➤ Cost Category Creation,Alteration, Deletion
➤ Cost Centre Creation, Alteration, Deletion.
➤ Stock Items-Create,Alter,Delete
➤ Cost Centre Class Creation
➤ Job costing
➤ Accounting And Inventory Management

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GETTING STARTED WITH GST(GOODS)

➤ Enabling GST and Defining Tax Details
➤ Intrastate Supply of Goods
➤ Interstate Supply of Goods
➤ Return of Goods(Purchase and Sales Returns)
➤ E-Way Bill
➤ Supplies Inclusive of Tax
➤ Defining GST Rates at Master and Transaction Level
➤ GST Reports
➤ Input Tax Credit Set Off

GETTING STARTED WITH GST(GOODS)

➤ GST Tax Payment

RECORDING ADVANCED ENTRIES(GOODS)

➤ Purchases from Composition Dealer
➤ Exports
➤ Imports
➤ Supply of Goods to Sez
➤ Supply of Exempted Goods
➤ Advance Receipts and Payments
➤ Advance Receipts and Payments

GETTING STARTED WITH GST(SERVICES)

➤ Activation of GST and defining tax at company level
➤ Intrastate supply of services
➤ Interstate Purchase and sales of services
➤ Cancellation of Services

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GETTING STARTED WITH GST(SERVICES)

➤ Activation of GST and defining tax at company level

➤ Intrastate supply of services

➤ Interstate Purchase and sales of services

➤ Cancellation of Services

RECORDING ADVANCED ENTRIES(SERVICES)

➤ Accounting Multiple Services in a Single Supply

➤ Recording Outward Supply with Additional Expenses

➤ B2C Supply of Services

➤ Exempt supply of services under GST

COMPOSITION DEALER

➤ Intrastate Inward Supply

➤ Interstate inward supply for composition dealer

- ➤ GST- Recording RCM in Tally.ERP9
- ➤ GST Recording RCM in Tally ERP 9-1
- ➤ GST Recording RCM in Tally ERP 9-2
- ➤ Genarate E-Way Bills Creation, Alter & Cancellation Online/ Offline methods
- ➤ shortcut keys

GST COMMON PORTAL - ONLINE LECTURES

- ➤ GST Overview Introduction
- ➤ GST Overview Introduction-1
- ➤ GST Overview Introduction-2
- ➤ Key Points about GST Council
- ➤ Introduction to GST Returns
- ➤ GSTR – 3B Filing
- ➤ GSTR-1 Filing (GST-Regular) Offline / Online Methods Explained with Live Data
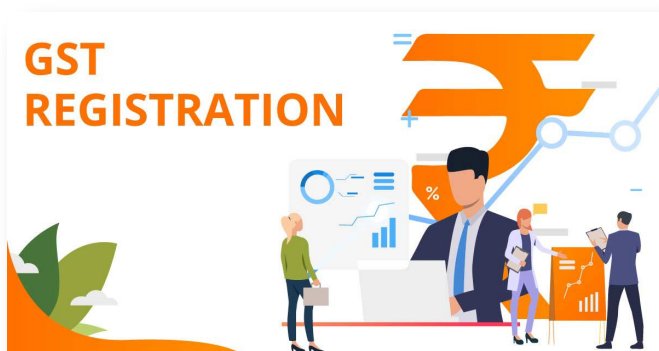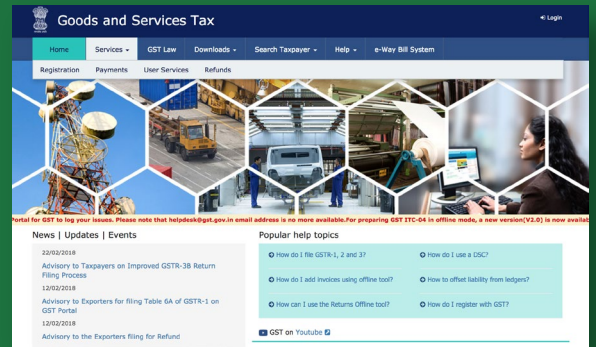
- ➤ GST Registration – Filing Clarifications
- ➤ GST Registration – Tracking Submitted Applications
- ➤ Viewing Submitted Applications – GST Registration
- ➤ GST Registration – Core Field Amendments
- ➤ GST Registration – Non-Core Field Amendments
- ➤ GST Application for Refund
- ➤ GST Tax Practitioner Registration
- ➤ Opting / Withdrawal of Composition Levy in GST Portal
- ➤ GST Transactions Assets with or without ITC

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TALLY WITH TDS

➤ Recording TDS Transaction in Tally.ERP9

SUPPLY AND NON-SUPPLY VOUCHERS

➤ Purchase Returns & Sales Returns in Tally.ERP9

➤ Delivery Notes & Receipt Notes in Tally.ERP9

➤ Sales Orders/Quotations in Tally.ERP9

SALES MANAGEMENT

➤ Tally.ERP9 Discounts I TradeDiscounts & Cash Discounts

➤ PriceList's in Tally.ERP9 I Party Level & Product Level

➤ Auto-Interest Calculation on Overdue Installments
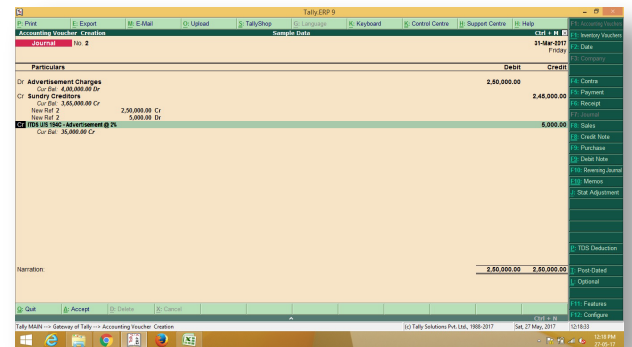
MANUFACTURING AND PRODUCTION MANAGEMENT

➤ Standard Manufacturing Practicals in Tally.ERP9

BRANCH WISE ACCOUNTS

➤ Cost Centres in Tally.ERP9 (Departments Handling)

➤ Branch-Wise Accounts-Using Cost Centers & Godowns in Tally.ERP9

TALLY AUDIT

➤ Bill Voucher

➤ Multi User Creation in Tally.ERP9

➤ Security , Password for Users in Tally.ERP9

➤ Tally Internal Data Verification & Tally Audit

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