

# Accounting Package

(Tally ERP9, Focus, QuickBooks, Peachtree)

## COURSE SYLLABUS

# Professional Accounting Package Course

## Course Introduction:

Accounting opens doors for a variety of jobs in public accounting, government accounting, and international accounting as well as the private sector. The position of accountant demands a thorough understanding of financial concepts. Our training is your stepping stone to an accounting career. By learning our course, the students can

- Prepare final accounts of a company or firm
- Prepare cash flow and fund flow statements, ratio analysis
- Calculate taxes on VAT, FBT, Service Tax, Excise duty, Custom duty, VAT, TDS etc.

## Career Prospects

Our course will provide students with the skills and knowledge that will enable them to provide competent support to business managers in all aspects of financial sector.

- Bookkeeper
- Accounting Clerk
- Accountant
- Financial Accountant

## Manual Accounting

- Accounting Concepts
- Accounting Terminology
- Accounting Rules
- Book Keeping
- Recording Transaction
- Journal
- Ledger
- Cash/Bank Book
- Day Book
- Purchase/Sales Register
- Debit/Credit Note Register
- Final Accounts, Adjustments
- Trial Balance
- Trading Account
- Profit & Loss Account
- Balance Sheet

**Tally ERP 9 & Tally Prime (Latest Version 2021)**

- Introduction to Tally ERP9
- Charts of Accounts
- Undergroups
- Company Creation
- **Cash Book & Bank Book**
- Cash book
- Single/Double/Triple Column
- Bank book
- Journal Entries
- Day Book
- Create Ledgers, Groups
- Vouchers
- Payment/Receipt/Contra
- Purchase/Sales
- **Final Accounts**
- Trial Balance
- Trading A/c
- Profit & Loss Account
- Balance Sheet
- Inventory
- Configuration Features – F11, F12
- **Inventory**
- Create Stock Groups
- Create Unit of Measures
- Create Stock Items
- Purchase/Sales Voucher
- Purchase/Sales Order
- Debit/Credit Note
- Discount Allowed
- **Taxation**
- GST
- SGST, CGST,IGST
- Value Added Tax (VAT)
- VAT Transactions
- VAT Reports
- Excise Duty
- Central Sales Tax (CST)
- CST Transactions
- Tax Deduction at Source (TDS)
- TDS Transactions
- TDS Reports
- **Payroll**
- Create Payroll Master
- Create Payheads
- Create Employee Groups
- Attendance Voucher
- Payroll Reports
- Pay Sheet
- Pay Slip
- **Godowns**
- Logo Configuration
- Shortcut Keys
- Export reports to Excel
- Bill/Receipt (Design, Create, Print)
- **TALLY PRIME (Latest Version 2021)**

**Focus**

- Introduction to Focus
- Company Creation
- Chart of Accounts, Undergroups
- Company Creation
- Create Ledger/Groups
- Payment/Receipt/Contra Vouchers
- Cash/Bank Book
- Purchase/Sale Voucher
- Final Accounts
- Trial Balance
- Trading A/c
- Profit & Loss A/c
- Balance Sheet

**QuickBooks**

- Introduction to QuickBooks
- Company Creation
- Ledger Creation
- Cash/Bank Book
- Passing Journal Entries
- Final Accounts
- Trial Balance
- Trading A/c
- Profit & Loss A/c
- Balance Sheet

**Peachtree**

- Introduction to Peachtree
- Company Creation
- Charts of Accounts
- Ledger Creation
- Passing Journal Entries
- Final Accounts
- Trial Balance
- Trading A/c
- Profit & Loss A/c
- Balance Sheet

**FA COMPUTER POINT**

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