

ACCOUNTS ASSISTANT USING TALLY

Duration - 6 Months



COURSE OBJECTIVES & CONTENT	ELIGIBILITY
<p>After completion of the training, Participants would be able to:</p> <ol style="list-style-type: none"> 1. Use MS-WORD, EXCEL & POWERPOINT. 2. Use Internet & E- mail, Data Entry for transactions in Tally. Create Financial Statements. Generate Financial Reports for MIS. 3. Assist to run an online business. 4. Data Entry, Clerical, Office Assistant, Accountant, receptionist, Online Data entry, Home data entry. <p>Contents given below.</p> <p>The course curriculum covers the following topics.</p> <ul style="list-style-type: none"> ✓ <u>Windows OS</u> <ul style="list-style-type: none"> • Identifying different Desktop Icons. My Computer, My Documents, Changing Desktop Backgrounds, Mouse pointer, Screen Saver, Notepad, WordPad, MS Paint ✓ <u>MS word</u> <ul style="list-style-type: none"> • Document formatting options, Tables, bullets and numbering, Font alignment, paragraph formatting Insert picture, clipart, shapes, word art, Header & footer, text box, Page layout, mail merge, Spelling & grammar ✓ <u>MS Excel</u> <ul style="list-style-type: none"> • Cell formatting options, Formulas and function, Charts, Sort, filter, what if analysis grouping, Subtotal ✓ <u>MS PowerPoint</u> <ul style="list-style-type: none"> • Creating slide show by using animation technique, Slide master, Clip art picture editing <p><u>Tally ERP 9.0</u></p> <ul style="list-style-type: none"> ✓ Introduction <ul style="list-style-type: none"> • Basics of Accounting. What is book keeping. What is account. Rules of Accounting. Introduction to tally ✓ Business Organization <ul style="list-style-type: none"> • Types of business organization. Features Of Business 	<ul style="list-style-type: none"> • Education - Class 10th • Minimum age - 18 years
CERTIFICATION	FACILITIES
<ul style="list-style-type: none"> • Certificate issued by Fr. Agnel & Supporting / Funding Partners • Certificate issued by the on-job Training Partner • Certificate issues by Govt. if batch is under MSSDS. 	<ul style="list-style-type: none"> • Practical Lecture AV Room. • IT lab, English Training and Soft Skills Training, Allied Trade Training,
OTHERS	PLACEMENT SUPPORT
<ul style="list-style-type: none"> • Weekly Exam, Weekly Student Centered Activities, Quarterly Projects, Monthly Guest Lectures, Industry Visit, Market Visit, Various Workshops, etc. 	<ul style="list-style-type: none"> • Campus Interview, Job Fair, Placement Assistant, etc.

Organization. Nature Of Business Organization

- ✓ Transaction Recording in Tally
- Company Creation. Ledgers & Groups. Vouchers (Purchase & Sales). Vouchers (Receipt, Payment). Vouchers (Contra, Journal)
- ✓ Creating Inventory Masters
- Stock Items. Stock Category. Stock Group. Go-down. Units of Measures. Order Processing. Purchase Order. Sale Order
- ✓ MIS Reports
- Cost Center. Bank Reconciliation. Point of Sale Single Payment Mode. Multiple Payment Mode Invoice Printing. Debit Note Credit Note. Bill wise Details. Price List. Multiple Currency
- ✓ Data Backup, Restore
- Split Financial Year. Import & Export of Data(In Excel & other format) Reports Generation. Financial Statements (Balance sheet, Profit & loss ,Trial Balance). Statement of Account. Statutory & Taxation Reports
- ✓ Advanced Accounting
- Multiple Groups. Multiple Ledgers. Voucher Types And Creations
- ✓ Advanced Inventory
- Rejection in/out. Delivery Note. Receipt Note. Stock Journal & Physical Journal. Manufacturing Journal Reports Generation & Printing Reports. Financial Statements. (Balance sheet, Profit & Loss, Trial Balance). Statement of Account
- ✓ Introduction to Trading Organization
- ✓ Interest calculation
- ✓ Budgeting Systems Scenario
- ✓ Management and Variance

Analysis Costing Systems

- Costing System. Cost Classification Based on Behavior. Cost Accounting

Job Costing

- Enabling Job Costing in Tally.ERP 9. Creating Masters for Job Costing. Creating Jobs as Job Cost Centers. Creating Stock Item with Bill of Materials. Job Costing Reports. Job Work Analysis Report. Material Consumption

Summary

- Process Costing. Overhead Allocation. Variance Analysis

GST

- Introduction to GST. Dual GST Concept. ITC mechanism. Time of supply. Place of supply. Integrated Tax Concept. GST on Goods(single rate). GST on Services(single rate). Registration of GST. Filing Returns of GST. Reverse Charge Mechanism. Composition Scheme under GST. Job Work System. Imports & Exports under GST. Branch Transfers Under GST. Custom Duty Under GST. Accounting of Capital Goods in GST

Hands on Training & Practical Assignment

- Single rates transaction on goods. Single rates transaction on services. Reverse Charge Mechanism. Input Tax Credit mechanism. Registration of GST. Filing Returns of GST. Multiple rates transactions on goods. Multiple rates transactions on services. Transactions on Capital Goods. Composition scheme.

GST on imports and custom duty. Job work Out. Job work In. Branch Transfers within and between states

Live Case Studies

Service Organization

- Bank Reconciliation. Auditing. Finalization. MIS Reporting using excel. Advanced Functions of Excel. Bills Receivables. Bills Payables. Payment Management (ECS, Investment and EPI). Cash and Bank Balance Tracking

Trading Organization & Manufacturing Organization

Purchase Order Processing. Sales Order Processing. Order Tracking (Challans). Bank Reconciliation. Debtors & Creditors Tracking. Inventory Management. Debit and Credit Notes. GST Calculation
GST payment monthly

Payroll

- Enabling Payroll in Tally.ERP 9. Employee Setup, Groups, Master. Pay Heads & Salary Details Setup. Processing Payroll in Tally.ERP 9. Payment of Provident Fund. Payment of ESI. Payroll Reports. Pay Slip & Pay Sheet. Payroll statement & Register

Cyber Security

Overview of information security

- Understanding security. Need of the information security. Basics of IS (CIA). History and evolution of IS. Dimensions of information security. Intranet / internet. Information security and cyber security relationship. Why care about security?. Challenges to information security. Benefits of information of security. Understanding techniques to enforce IS in an organization. Identifying tools to enforce information security. Identifying frameworks to enforce information security

Online Marketing

Marketing practical

- Surfing of different web sites. Study to create e-mail account. Study of chatting. Practical related with e-bay and similar open source tools.

Internet marketing

- What is internet marketing? What is chatting?. E-bay and similar open source tools. Types of basic modules. Types of advanced modules. What is international selling?

Soft and Entrepreneurship Skills

- Development Competency/ Proficiency in English/Vernacular. Effective Communication. Self & Time Management. Motivation Techniques. Interpersonal Skill Development. Computer Literacy. Life Skills. Entrepreneurship. Occupational safety, Health and Environment Education

Course Available at

Thane

8369332442 / 965363609

Wadkhal

8691091161 / 7972109161

Ambernath

9284963237 / 9619103364

Mumbra

8655558596 / 9920452639

Daily Assembly



Daily Students Energizer



Practical & Theory



Students Center Activity



Soft Skill Training



Industry Visit (TATA)



Industry Person Lecture



Industry Person Lecture



Entrepreneurship Development Workshops



Workshop Bank Persons Lecture



Guest Lecture Adv. Mr. Kadam



Ex – Students Alumina Associate





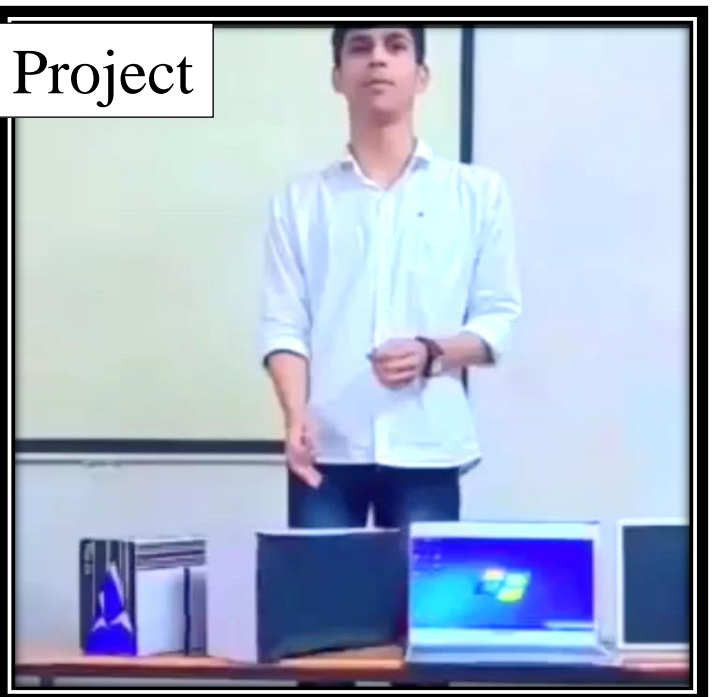
Market Visit



Market Visit



Students Project



Intenship



Intenship



Certificate Distribution

