

CONTACT DETAILS: - JITENDER KUMAR (MOB NO.98125-70848)

(20 YEARS PROFESSIONAL EXPERIENCE IN ACCOUNTING & GST)

KEYGROWTH PRACTICAL TALLY CLASSES

(Course content of 15 days Practical Sessions)

Day 1

(TALLY ACCOUNTING BASE NOTES)

- **Golden Rules of Accounting**
 - ✓ Real Accounts
 - ✓ Personal Accounts
 - ✓ Nominal Accounts

- **Key chain to understand practical accounting**
 - ✓ Identification
 - ✓ Recording
 - ✓ Classification
 - ✓ Analyses
 - ✓ Adjustments
 - ✓ Results

- **Understanding Five (5) main concept of practical accounting as per Industry need.**
 - ✓ CAPITAL ACCOUNT
 - ✓ ASSETS
 - ✓ LIABILITIES
 - ✓ REVENUE
 - ✓ STOCK & CASH ADJUSTMENTS

- **Shortcut keys details for smooth working in tally software**

- **Understanding the importance of Trial Balance, Profit & Loss & Balance Sheet**

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Day 2 to DAY 7(10 % THEORETICAL/90% PRACTICAL SESSIONS)

Let's Start Tally.Erp9/Tally Prime from Start installing to Advance Transaction Download Tally Erp9 software from web

Steps towards Computerized Accounting using Tally Erp9 Understanding Keyboard Conventions in Tally Erp9 with GST

- ✓ **Company Creation,**
- ✓ **Alteration,**
- ✓ **Deletion in Tally Erp9**
- ✓ **User Interface of Tally Software**
- ✓ **Posting Opening balances in Tally.ERP 9**
- ✓ **Working on Ledgers and Groups in Tally .Erp9 with GST**

First Important Module of Tally Practical Corporate Accounting



BANKING & FINANCE

- ✓ **Recording Receipt Entries**
- ✓ **Recording Contra Entries**
- ✓ **Recording payment Entries**
- ✓ **Corporate Bank Statements Recording Techniques**
- ✓ **Analyzing of various expenses in Business Banking & Finance statements**
- ✓ **Bank Statement Rows & columns understanding**
- ✓ **Bank Statement technical Accounting Language understanding**

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Indirect Expenses /Operational Expenses of Corporate World/Business

- ✓ Staff Welfare Exp
- ✓ Business Promotion Exp
- ✓ Vehicle Running & Maintenance Exp
- ✓ Telephone Exp
- ✓ Repair & Maintenance Exp
- ✓ Bank Charges
- ✓ Internet Exp
- ✓ Tour & Travelling Exp
- ✓ Office Exp

BANK RECONCILIATION

- ✓ PDC Cheques
- ✓ IMPS
- ✓ NEFT
- ✓ RTGS
- ✓ OPENING BALANCE OF BANK STATEMENT
- ✓ RUNNING BALANCE OF BANK STATEMENT
- ✓ BANK & CASH ENTRIES
- ✓ OTHER (-) SIGN ENTRIES TREATMENT IN BANK STATEMENT
- ✓ BOUNCED CHEQUE TREATMENTS IN BANK STATEMENT
- ✓ CLOSING BALANCE OF BANK STATEMENT
- ✓ SECURED LOANS
- ✓ UNSECURED LOANS
- ✓ ALL TYPES OF PAYMENTS PROCEDURE FROM BANK
- ✓ MIS REPORTING IN DIFFERENT FROMATS OF TALLY ACCOUNTING
- ✓ FUND MANAGEMENT AS PER BANKING & FINANCE
- ✓ ONE OR MORE CURRENT ACCOUNTS HANLDING IN BANKING & FINANCE
- ✓ DIFFRENCE TREATMENT SHOWING IN BALANCE SHEET OF BANKING
- ✓ ALL TYPE OF CHEQUES TREATMENT
- ✓ TIME LIMIT OF ALL ENTRIES & ADJUSTMENTS IN TALLY AS PER INDUSTRY NEED
- ✓ DIFFERENT GROUPS TREATMENT IN TALLY SOFTWARE FOR BANKING & FINANCE

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Day 8 to DAY 15 (10 % THEORICAL/90% PRACTICAL SESSIONS)



GST BILLING & TAXATION

- ✓ Purchase Billing Ledgers Creation & Classification in Tally Gst
- ✓ Sales Billing Ledgers Creation & Classification in Tally Gst
- ✓ Voucher Types Creation for Purchase Invoicing in Tally Gst
- ✓ Voucher Types Creation for Sales Invoicing in Tally Gst
- ✓ Gst Billing Tax Ledger Creation & Classification in tally
- ✓ Tax Rates adjustments & Classification for Gst Invoicing in Tally
- ✓ Tax Invoice Formats as per Gst Rules & Regulations
- ✓ Invoice Number format as per Gst Rules & Regulations
- ✓ Buyer & Seller proper details as per Gst Rules & Regulations
- ✓ Sales/Tax Invoice preparation data & details as the time of Invoicing
- ✓ Supporting documents at the time of Tax Invoice & Purchase Invoice
- ✓ Verification of Tax Invoice Format
- ✓ Item Creation with all details as per Gst
- ✓ Grouping of items as per Industry Norms
- ✓ Classifications of Different categories materials (Raw material, Finished Goods, Service bills,
- ✓ Tax Classifications as per every item related to Gst legal rules
- ✓ HSN code details as per Industry Norms
- ✓ Material details
- ✓ Qty details
- ✓ Item Rate details
- ✓ Tax rate details
- ✓ Purchase order understanding
- ✓ Telephonic Order understanding
- ✓ Email Orders Understanding
- ✓ Narration Understanding
- ✓ Item Pieces understanding
- ✓ Calculation Verification of Tax Invoice as per Industry norms
- ✓ Addition of Different Items in One Tax Invoice with different tax rates
- ✓ Technical information understanding as per tally Gst Invoicing & Rules
- ✓ Gate Pass details as per Industry Norms
- ✓ Material In/out Accounting Techniques before EWAY bill preparation

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- ✓ Document check list before vehicle out from the factory
- ✓ Proper EWAY bill preparation as per tax invoice details & transportation details
- ✓ In/Out Gate pas formalities as per Industry Norms
- ✓ Delivery Note details
- ✓ Dispatch details
- ✓ Transportation details
- ✓ Bilty No.,
- ✓ Item Pcs,
- ✓ Item Name,
- ✓ Vehicle Number,
- ✓ Quantity details,
- ✓ EWAY bill no.,
- ✓ Total Bill Amount
- ✓ Freight Amount Details
- ✓ Buyer & Seller proper address as per GST norms & rules
- ✓ Credit Note & Debit Note adjustments after sales & purchase
- ✓ Party reconciliation with our ledgers
- ✓ Branch Accounting as per GST norms
- ✓ Formalities of every department verification as per Industry Norms
- ✓ GRN matching & checking
- ✓ Tax slabs of different items understanding
- ✓ Sales quotation proper formats practice as per Industry norms
- ✓ Performa Invoice proper formats practice as per Industry norms
- ✓ Understanding of all technical conditions related to clients & our written contractual papers related to advance, payment , and others terms & conditions
- ✓ Understand of Printing of Invoices in tally software
- ✓ Stamping & signing of all papers related to every department & client terms & conditions
- ✓ Technical Accounting language practice as per Industry Norms(Written, verbal(subject to telephonic calls from clients/customers
- ✓ Excel Practice sessions as per Industry need
- ✓ PDF Formats & HTML Formats practice as per Industry need
- ✓ Tally data backup skills on time of different firms in your tally software
- ✓ Session of Independent working ability
- ✓ Session of emails management, scanning of proper accounting data, as per Industry need
- ✓ Session of Web/Google Information system related to Accounting & Gst data as per Industry needs

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[20 YEARS PROFESSIONAL EXPERIENCE IN ACCOUNTING & GST]

- ✓ **Web Live Session of EWAT bill preparation in all formats**
- ✓ **Session of Thresholds limits of Accounting & Gst legalities**
- ✓ **Session of handling & managing the daily operational important activities as per Industry needs.**
- ✓ **MIS REPORTING session related to GST INVOICING & TAXATION as per management & Industry needs on all levels(Lower/Middle/Upper Management)**
- ✓ **Pure Practical Session of Independent tests of all the students in tally software for accounting data as per GST rules & regulations.**



**UNLOCK YOUR POTENTIAL
WITH US**