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A Job-Oriented Course to Shape Your Future

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Excel Essentials for Accounting



- Basics of Excel Interface
- Formatting Cells and Sheets
- Data Entry and Basic Formulas
- Working with Tables
- Data Sorting and Filtering



Financial Functions and Analysis

- SUM, AVERAGE, and IF Functions
- Financial Functions: PMT, NPV, IRR
- Text Functions for Cleaning Data
- Conditional Formatting for Accounting Data
- Pivot Tables for Financial Analysis

Data Visualization



- Creating Basic Charts: Bar, Line, and Pie
- Using Sparklines for Trends
- Customizing Charts for Financial Data
- Dashboard Basics for Reporting
- Visualizing Data with Conditional Formatting

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Accounting Fundamentals



- Introduction to Accounting
- Basics of Double-Entry System
- Types of Accounts
- Accounting Rules: Golden and Modern Rules
- Accounting Terminologies



Transactions and Financial Statements

- Journal Entries and Ledger Posting
- Trial Balance Preparation
- Profit and Loss Statement
- Balance Sheet Basics
- Accounting Equations

Error Rectification



- Types of Errors in Accounting
- Detecting and Rectifying Errors
- Impact of Errors on Financial Statements
- Adjusting Entries for Errors
- Preventive Measures for Accounting Errors

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Accounting



- Gateway of tally
- Company Creation
- Multi Masters
- Voucher Entry
- Advance Numbering
- Bills & Outstanding



Inventory

- Inventory Creation
- Inventory Features
- Invoicing Daily Trades
- Batch wise Details
- Multi Locations
- Inventory Reporting

Banking



- Tally Banking Features
- Cheque Configuration
- Cheque Management
- Bank Reconciliation
- Payment Advice
- Deposit Slip

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GST

- GST Features
- GST Invoicing
- Composition Dealer
- E-way Bill
- E-invoicing
- GST Report Finalization





Data Control

- Data Management
- Data Export/Import
- Security Control
- Managing TDL
- Re-write Books
- Split Company Data

Reporting

- Books of Accounts
- Party Outstanding
- Trial Balance
- Final Accounts
- Direct Mailing
- Use of DSC



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TDS & TCS



- TDS Introduction
- TDS Rates
- TDS Masters
- Entry with TDS
- Advance TDS entry
- TDS Report



Job Work & Manufacturing

- Job order Process
- Job work Billing
- BOM Set up
- Co-product & By-product
- Additional Charges
- Processing Loss Costing

Specific Features



- Purchase Order Processing
- Sales order Processing
- Standard Pricing
- Multiple Pricing
- Stock Levels
- POS

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Foreign Trade



- Multi-Currency
- Import
- Export
- Tax on Export
- Taxation on Import
- Forex Gail or Loss



Financial Control

- Fixed Budget
- Flexy Budget
- Interest Calculation
- Credit Control
- Scenario
- Variance Analysis

Payroll



- Employee Masters
- Leave Management
- PF Reporting
- ESI Reporting
- Pay Slips

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Discover More Learning Paths

Discover more learning paths designed to expand your skills, boost your career opportunities and help you achieve your goals.

- Tally Prime - 2 to 4 Months
- Advanced Excel - 2 Months
- Busy Accounting - 2 to 4 Months
- Business Analytics - 6 Months
- E-Accounting - 12 Months
- E-Accounting Banking & SAP - 18 Months
- MS Office with AI Power - 2 Months
- Ms Office and Advanced Excel - 3 Months
- Power BI - 1.5 Months
- Power BI and Advanced Excel - 3 Months
- SAP FICO - 2 Months
- Tax Return Filing - 4 Months
- Tally and Advanced Excel - 6 Months
- Tally-Advanced Excel and Power BI - 7 Months





Online Programs: One-on-One

Learn online with our one-on-one training program. These classes are highly customised to fulfil your needs for business growth and advanced career opportunities.

- Advanced Excel Online
- Business Analytics Online Course
- Tally Prime Online Course
- Ms Office Online Course
- Busy Online Course
- Power BI Online Course
- Power BI and Advanced Excel Online Course
- SAP FICO Online Course
- Tax Return Filing Online Course

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