



ACCOUNTS HOME

ONLINE CLASSES - SYLLABUS

Manual Accounting:

- Introduction to Practical Accounting Concepts: Receipt & Payments.
- Introduction to Book Keeping: Daybook Preparation.
- Difference between Book Keeping & Accounting.
- Introduction to accounting books: Cash Book & Ledger.
- Difference between Cash Book & Day book in practical accounting.
- Preparations of Ledgers.
- Scrutinizing of accounting ledgers via Trial Balance.
- Introduction to manual GST Invoicing with practical data.
- Preparation of Complete GST Accounting data
- Preparation of Final Accounts: Trading A/c, Profit & Loss Account, Capital A/c, Balance Sheet.
- Balance Sheet Finalization.

Computer Accounting:

- Introduction to Tally & Accounting Software.
- Type of Tally and their uses with modern day accounting.
- Introduction to company creation in Tally with details under GST.
- Preparation of Accounting Ledgers with accounting groups.
- Introduction to voucher entries and voucher types.
- Evaluation of Cash-In-Hand.
- Introduction to Inventory Management.
- Preparation of inventory: Groups, Units, Stock Items with and without GST.
- Difference between: Single Entry & Double entry system in Tally.
- Difference between: Accounting Invoice, Item Invoice and Vouchers.
- Bank Statements adjustments.
- Party ledger adjustment.
- Adjustment entries in Tally with calculation.
- Finalisation of Balance Sheet.
- Exporting data & other reports to respective users.
- Tally to WhatsApp data.

Taxation:

- Preparation of GST returns: GSTR -1 & GSTR - 3B
- Preparation of GST return from Tally.
- GSTR-2A reconciliation.
- GSTR e-filing.
- Adjustment of credit & cash ledgers.
- Verification of GSTR.

PROCEDURE OF COURSES:

● **Advance Accounting (Regular)**

Course Content	: Manual & Computer Accounting.
Faculty	: Expert faculty with 8 Years of experience.
Duration	: 2 months (1 M: Manual, 1 M: Computer)
Fees	: ₹ 12,000 (₹ 6,000 * 2 times)
Timings	: 11 AM to 6 PM
Days	: Monday to Friday.
Batch	: Individual

● **Advance Accounting (Short Term)**

Course Content	: Manual & Computer Accounting
Faculty	: Expert faculty with 10 Years of experience.
Duration	: As per candidate's investment
Fees	: ₹ 10,000 (One Time)
Timings	: 11 AM to 6 PM
Days	: Monday to Saturday.
Batch	: Individual

● **Advance Accounting with Taxation.**

Course Content	: Manual, Computer Accounting + Taxation
Faculty	: Chartered Accountant & Tally developer.
Duration	: 3 Months.
Fees	: ₹ 15, 000 (₹ 5,000 * 3 times)
Timings	: 11 AM to 6 PM
Days	: Monday to Saturday.
Batch	: Individual

Classes will be conducted via online classroom app with daily new link generation.

Mode Of Payments:

Cash, Phone Pe, GPay, or any other UPI.