DIPLOMA IN MANUAL ACCOUNTING

Chapter 1 : Basic of Accounting

Chapter 2 : Accounting Concepts

Chapter 3 : Capital and Revenue Transactions

Chapter 4: Account

Chapter 5 : Journal Entries

Chapter 6: Ledger

Chapter 7 : Cash book

Chapter 8 : Bank Reconciliation Statement

Chapter 9: Depreciation

Chapter 10: Inventory Valuation

Chapter 11: Trial Balance

Chapter 12: Bad debt and Yearend Adjustments

Chapter 13: Final Accounts

Chapter 14: Accounts Documents

Chapter 15: Accounting at ALICE Formula

TALLY ERP9 BEGINNER

Chapter 1 Fundamentals of Tally.ERP 9

Chapter 2 Installation of Tally.ERP 9

Chapter 3 Getting Functional with Tally.ERP 9

Chapter 4 Creating Company

Chapter 5 Working with Ledgers and Groups

Chapter 6 Voucher Entry in Tally.ERP 9

Chapter 7 Payment, Receipt and Contra Voucher

Chapter 8 Sales and Purchase Vouchers

Chapter 9 Journal Voucher

Chapter 10 Debit Notes and Credit Note

Chapter 11 Day Book and Ledgers

Chapter 12 Accounting Books & Registers

Chapter 13 Financial Statements

Chapter 14 Basics of Inventory

Chapter 15 Inventory Masters

Chapter 16 Purchase Procedure

Chapter 17 Sales Procedure

Chapter 18 Special Vouchers

Chapter 19 Invoicing

Chapter 20 Inventory Books and Reports

Chapter 21 Creating a New Voucher

TALLY ERP9 INTERMEDIATE

Chapter 1 Bill-wise Details

Chapter 2 Cost Centres and Cost Categories

Chapter 3 nterest Calculations

Chapter 4 Budgets & Controls

Chapter 5 Banking

Chapter 6 Order Processing

Chapter 7 Reorder Levels

Chapter 8 Tracking Numbers

Chapter 9 Batch-wise Details

Chapter 10 Bill of Materials

Chapter 11 Price Levels and Price List

Chapter 12 Getting Started with TDS

Chapter 13 Recording Transactions

Chapter 14 TDS Deduction at Lower Rate or Zero Rate

Chapter 15TDS Reports