

E-Accounting

Certification



**High Technologies
Solutions**

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E-Accounting Course Content

1. MS Office 2007



2. Advance Excel



3. Busy



4. TALLY ERP.9



5. SAP – FI (User Level)



6. Personality Development (PD)



MS Office 2007



- Microsoft Word,
- Microsoft Excel
- Microsoft Power Point,
- Outlook Express,
- Internet E -Ticketing
- E -Banking,



Advance Excel

Number formatting

- Creating custom formats
- The four parts of a format
- Scaling numbers

Dates and times (*)

- How dates and times are stored
- Useful date/time functions
- Formatting dates and times

Conditional formatting

- Creating/using cell rules
- Data bars and colour sets Styles and themes (*)
- How themes work
- Using the default styles
- Creating custom styles

Validation and protection

- Setting cell validation
- Protecting cells/worksheets
- Grouping and outlining
- Cell comments

Range names and absolute references

- Absolute references (\$ symbol)
- Fixing only the row/column
- Creating range names
- Labelling ranges automatically

IF and LOOKUP functions

- The conditional (IF) function
- Nested IFs are evil
- Lookup tables

Advanced lookup functions (*)

- Using MATCH to find values
- Combining MATCH and INDEX

- Using OFFSET
- The feared INDIRECT function

Linking to other data (*)

- Linking to Access
- Linking to web sites

Multiple worksheets

- Copying, moving and renaming
- The dangerous group mode
- Summing across worksheets
- 3-D range name

Basic tables

- Table styles
- Using calculated columns
- Header rows and total rows
- Sorting and simple filtering Advanced Tables
- Removing duplicates
- Advanced filters
- Creating table styles

Pivot tables

- Creating pivot tables
- Swapping rows, columns and pages
- Grouping fields
- Drill-down

Slicers (*)

- Pivot table slicers
- Changing slicer properties

Charts

- Selecting data
- Quick ways to create charts
- Formatting your chart

Advanced charts

- Creating chart templates
- Combination charts
- Picture charts
- Custom chart types
- Regression and strandlines

Spark lines (*)

- Creating Sparkline
- Changing chart types
- Formatting Sparkline

Consolidation (*)

- Using formulae
- Using arrays
- Using data consolidation
- Using pivot tables Recording Macros
- Absolute/relative recording
- Where macros are stored
- Assigning macros to buttons



Busy®

BUSINESS ACCOUNTING SOFTWARE

Module I - Company Setup

- Create Company.
- Create Super user.
- Understanding Feature & Options.
- Edit and Deleting Company.

Module II - ADMINISTRATION

- Creating Masters.
- Accounts / Account Groups / Std. Narrations.
- Item Masters Creation.
- Material Centers.
- Units.
- Bill of Material.
- Sales Type / Purchase type.
- Tax Categories

Module III – TRANSATION ENTRY

- d Study on Stock Market and Portfolio Management
- Payments/Receipts/Contra/Journal Voucher Entries.
- Passing transactions With Cost Centre's & Categories.

- Purchase & Sales Transactions.
- Bills creation with VAT.
- Creating Budget Entries.
- Passing transactions related to budget.
- View Budget variance.
- Sales Purchase Transactions with Franchisee.
- Creating BOM for Assembling Goods.
- Passing Goods Assembling Entry.

Module IV –Configuration

- Voucher Configurations.
- Master Configuration.
- Backup Configuration.
- Accounts/Document Printing.
- Accounts Voucher Printing.
- Columnar Reports.
- Other Reports.
- User Management.
- Utilities.

Module V –Reporting

- Printing Book of Accounts.
- Balance Sheet, Trial Balance & Profit & Loss.
- Inventory Books & Stock Register.
- Material Inward and Outward Reports.
- Royalty Calculations
- GST and Report.
- TDS Reports.
- Bank Reconciliation.
- Printing Other Reports.



Tally ERP.9

POWER OF SIMPLICITY

Basics of Accounting

Types of Accounts, Golden Rules of Accounting, Accounting Principles, Concepts and Conventions, Double Entry System of Book Keeping, Mode of Accounting, Financial Statements, Transactions, Recording Transactions.

1. Fundamentals of Tally.ERP 9

- Getting Functional with Tally.ERP 9
- Creation / Setting up of Company in Tally.ERP 9

2: ACCOUNTING MASTERS IN TALLY.ERP 9

- F11:Features
- F12 : Configurations
- Setting up Account Heads

3: INVENTORY IN TALLY.ERP 9

- Stock Groups
- Stock Categories
- Godowns / Locations
- Units of Measure
- Stock Items
- Creating Inventory Masters for National Traders

4: VOUCHER ENTRY IN TALLY.ERP 9

- Accounting Vouchers
- Inventory Vouchers
- Invoicing

5: ADVANCED ACCOUNTING IN TALLY.ERP 9

- Bill-wise Details
- Cost Centres and Cost Categories
- Voucher Class and Cost Centre Class
- Multiple Currencies
- Bank Reconciliation
- Interest Calculations
- Budgets & Controls
- Scenario Management
- Additional Cost Details
- Bill of Materials (BoM)
- Price Levels and Price Lists
- Stock Valuation
- Zero Valued Entries
- Inventory Ageing Analysis
- Different Actual and Billed Quantities

6: ADVANCED INVENTORY IN TALLY.ERP 9

- Order Processing
- Reorder Levels
- Tracking Numbers
- Batch Wise Details

7: VALUE ADDED TAX (VAT)

- Configuring VAT in Tally.ERP 9
- Creating Masters
- Entering Transactions
- Accounting for Return of Goods
- Rate Difference in Purchase / Sales
- Accounting for Interstate Transactions
- Exempt Transactions under VAT
- Purchases from Unregistered Dealers
- Claiming ITC on Capital Goods
- Inter-State Branch Transfers
- VAT Reports
- VAT for Composite Dealers

8: POINT OF SALE (POS)

- Features of Point of Sale (PoS) in Tally.ERP 9
- Configuring Point of Sale in Tally.ERP 9
- Entering POS Transactions
- POS Reports

9: JOB COSTING

- Configuring Job Costing In Tally.ERP 9
- Creating Masters for Job Costing
- Recording Transactions
- Job Costing Reports

10: MULTILINGUAL CAPABILITIES

- Configuring Tally.ERP 9 for Multilingual Capabilities
- Creating Masters
- Entering Transactions in Multiple Languages
- Transliteration
- Generating Reports

11: APPLICATION MANAGEMENT AND CONTROLS

- Concept of Control Centre
- Installing & Activating Tally.ERP 9
- Logging to Control Centre
- MANAGING ACCOUNTS USING CONTROL CENTRE

12: ONLINE HELP AND SUPPORT

- Features of Support Centre
- Accessing the Support Centre
- Using Support Centre

13: GOODS & SERVICE TAX (GST)

- Basics of GST
- Configuring Tally.ERP 9 for GST
- Creating Masters
- Entering Transactions
- Accounting for Advance Receipts
- Accounting for Opening GST Credit
- Payment of GST
- Reports

14: TAX DEDUCTED AT SOURCE

- Basic concepts of TDS
- Configuring TDS in Tally.ERP 9
- Creation of Masters
- Processing Transactions
- TDS Reports

15: EXCISE FOR DEALERS

- Basic Concepts
- Salient Features of Dealer Excise
- Enabling Dealer Excise in Tally.ERP 9
- Creating Masters
- Entering Transactions
- Excise Reports
- Sales & Purchase Extract

17: EXCISE FOR MANUFACTURERS

- Basic Concepts of Excise Duty
- Configuring Excise in Tally.ERP 9
- Creation of Masters
- Processing Transactions
- Excise Reports

18: PAYROLL ACCOUNTING AND COMPLIANCE

- Configuring Payroll in Tally.ERP 9
- Creating Payroll Masters
- Processing Payroll in Tally.ERP 9
- Accounting for Employer PF Contributions
- Accounting for Employer ESI Contributions
- Payment of Professional Tax
- Generating Payroll Reports



SAP ERP

SAP ERP System

- SAP System Navigation
- SAP Software Version
- SAP Landscape (Production Server/Client/User)
- SAP FI Functional Module
- SAP FI End User Training

FI Organization Structure

- Company, Company Code, Business Area, Segment
- Credit Control Area
- Controlling Area
- Leading Ledger and Non-Leading Ledger

FI Global Settings

- Fiscal Year
- Open and Close Posting Period
- Document Types and Document Number Ranges
- Posting Keys

G/L (General ledger)

Organization Structure

- Company Code

- Chart of Accounts
- G/L Account Group
- Retained Earnings Account
- Field Status Group

G/L Account Master Data

- Create G/L Account
- Change, Display, Block, Delete G/L Account
- Chart of Accounts Data and Company Code Data

G/L Transaction

- Post G/L Account Document (Journal Voucher Entry)
- Post G/L Incoming and Outgoing Payment
- Post Recurring Entry
- G/L Document Parking and Holding
- Document Reversal

G/L Reporting

- Check G/L Account Reports
- Check Trial Balance
- Check Profit & Loss Account/ Balance Sheet

Taxation

- Input GST (AP)
- Output GST (AR)
- Extended Withholding Tax (TDS)

AP (Accounts Payable)

Organization Data

- Company Code, Purchasing Organization
- Vendor Account Group
- Reconciliation G/L Account
- Payment Terms

Vendor Master Data

- Create Vendor
- Change, Display, Block, Delete Vendor
- Update Vendor Bank Details
- General Data, Company Code Data and Purchasing Organization Data

Vendor Transactions

- Business Process- Procurement to Payment (P2P)
- Vendor Down Payment
- Post Vendor Invoice
- Post Vendor Credit Memo
- Parking and Holding of Vendor Invoice and Credit Memo
- Manual Payment
- APP Run
- Document Reversal

Vendor Reporting

- Check Vendor Account Reports
- Check Open Item Reports
- Check Aging Reports

AR (Accounts Receivable)

Organization Data

- Company Code, Sales Area

- Customer Account Group
- Reconciliation G/L Account
- Payment Terms

Customer Master Data

- Create Customer
- Change, Display, Block, Delete Customer
- General Data, Company Code Data and Sales Area Data

Customer Transactions

- Business Process- Order to Cash (OTC)
- Customer Down Payment
- Post Customer Invoice
- Post Customer Credit Memo
- Parking and Holding of Customer Invoice and Credit Memo
- Manual Payment
- Check Deposit
- Dunning and Interest Calculation
- Document Reversal

Customer Reporting

- Check Customer Account Reports
- Check Open Item Reports
- Check Aging Reports

BA (Bank Accounting)

Organization Data

- Paying Company Code
- Payment Methods
- House Bank
- G/L Accounts – Bank Main Account and Bank Clearing Accounts
- Check Void Reason Code

Master Data

- Create Bank
- Change, Display Bank
- Define Check Lot

Bank Transactions

- Check Issue to Vendor (AP)
- Check Deposit (AR)

- Bank Reconciliation
- APP Run (AP)
- Check Transactions
- Cash Journal (Petty Cash Transaction)

Bank Reporting

- Check Register

AA (Asset Accounting)

Organization Data

- Company Code
- Chart of Depreciation/Depreciation Area
- Asset Class
- Depreciation Keys

Master Data

- Create Asset
- Create Sub-asset
- Change, Display, Block and Delete Asset
- General Data and Depreciation Area Data

Asset Transactions

- Asset Acquisition
- Depreciation Posting Run
- Asset Transfer
- Asset Retirement by Scrapping and Sale
- Asset Closing

Asset Reports

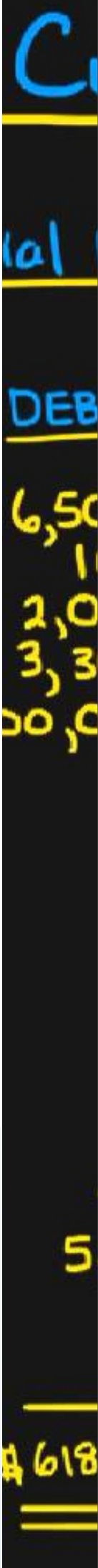
- Asset Explorer
- Asset History Sheet

Foreign Currency

- Foreign Currency Transaction
- Foreign Currency Valuation

FI Closing

- FI Month End Closing
- FI Year End Closing
- Balance Carry Forward





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