About the course :

Techno Dot Academy of R&D&I helps you empower your financial and accounting skills. Our experienced trainers train you right from the basics on accounting principles and provide practical exposure to accounting software such as Odoo ERP, Tally and Zoho Book.

What you will learn :

Computer Basics

❯ Components of Computer

❯ Basics of an Operating System

❯ Desktop Management

❯ Files & Folders

Odoo ERP Accounting

❯ Setting up the Organisation

❯ Day-to-Day Transactions

❯ Payment Follow-Up

❯ Bank Statements and Reconciliation

❯ Batch Deposit of Checks

❯ Multi-Currencies

❯ Reports and Financial Statements

❯ Closing the Fiscal Year

❯ Report Printing

Manual accounting

- Accounting Concepts Basics
- Accounting Terms and Rules
- Preparing Journal
- Ledger Posting
- Prepare Balance Sheet
- Adjustment Entries

Tally ERP 9 Modules

- Basic Function Keys in Tally
- Accounting and Inventory Masters
- Recording Transactions Through Accounting Vouchers
- Creating & Updating Party Ledger
- Sales in Accounting Invoice Mode
- Statutory & Taxation (GST, TDS etc.)
- Report Printing

Microsoft Office

- Introduction to MS Word
- Designing and Reviewing Document
- Adding Graphics and Table
- Introduction to Microsoft Excel
- Working on Data
- Working Data with Formula & Functions
- Working with Graphs

Zoho Books Accounting

- Sales Invoicing and Working on Estimate
- Purchase Tracking
- Bank Account Tracking
- Chart of Accounts
- Statutory & Taxation
- Prepare Financial Reports
- Reconciliation
- Basic Inventory
- Adding Banks and Payment Policy

Why Techno Dot Academy?

Guaranteed Placement Assistance and Internship

Endorsed by IT Firm

Scholarships/Earn While Learn Option

Exit Profiles

- Finance Manager
- Accounts Manager
- Accounts Associate

- Finance Executive
- Accounts Executive
- Accounting Assistant

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