

CPCA(Certified Professional Computer Accountant)

Duration : 12 Months

Eligibility : +2 and Above

Fundamental of computer

Windows

Microsoft windows

Microsoft office

Basic of internet

Project assignment

Shortcut keys

Tally .ERP9

Module 01 : User Interface and Company Management

Module 02 : Masters –Ledgers

Module 3 : Masters –Groups

Module 4 : Masters -Billwise Debtors and Creditors Ledgers

Module 5 : Payment Voucher

Module 6 : Day Book

Module 7 : Pre-Allocation of Bills

Module 8 : Receipt Voucher

Module 9 :Contra and Journal Voucher

Module 10 : Cheque Printing

Module 11 :Masters : Inventory

Module 12 : Goods and Services Tax (GST)

Module 13 : Purchase Voucher with GST

Module 14 : Sales Voucher with GST

Module 15 : GST Reports and Returns

Module 16 : Billing Features

Module 17 : Purchase Order Processing

Module 18 : Sales Order Processing

Module 19 : Debit and Credit Notes

Module 20 : Bank Reconciliation

Module 21 : Price List

Module 22 : Credit Limit
Module 23 : Stock Transfers
Module 24 : Manufacturing Vouchers
Module 25 : Batch Wise Details
Module 26 : Re-Order Level
Module 27 : Interest Calculations (Auto Mode)
Module 28 : Voucher Types and Class
Module 29 : Point of Sales
Module 30 : Scenarios and Optional Vouchers
Module 31 : Budgets and Controls
Module 32 : Cost Centres and Cost Categories
Module 33 : Party Ledger Analysis
Module 34 : Purchase and Sales Reporting
Module 35 : Stock Analysis and Reports
Module 36 : Cash and Bank Reports
Module 37 : Search, Filter and Sorting
Module 38 : Financial Reports
Module 39 : Multi Language
Module 40 : Export, Import, Backup and Restore
Module 41 : Tax Deducted at Source (TDS)
Module 42 : Payroll Accounting
Module 43 : Finalization Entries
Module 44 : Data Security
Module 45 : Tally Audit
Module 46 : Tally Synchronization
Module 47 : Multi-Currency
Module 48 : Printing Reports
Module 49 : Miscellaneous
Module 50 : Shortcut Keys
