

# **NO.1 TRAINING & PLACEMENT UNIT**

**Bommanhalli & Madiwala - Bangalore**

AN ISO 9001:2015 CERTIFIED COMPANY<sup>®</sup>

# **CAD DESK**

**ITDesk**  
Where Success Begins

**SINCE 2007**



**IN FOR TRAINING , DEVELOP SKILLS & LEAVE WITH JOB**

## **WELCOME TO DIPLOMA IN ACCOUNTING SOFTWARE TRAINING & PLACEMENTS**

- **Overview of CADDESK / ITDESK** - Page 2
- **Diploma in Accounting Courses** - Page 3
- **Content of the course Program** - Pages 4 & 5
- **Course Program Fee structure** - Page 6
- **Additional Important things for Interview** - Pages 7 - 8
- **Projects created by our students** - Pages 9-19
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- **Our powerful placement strategy** - Page 22
- **Glimpse of our sessions** - Page 23
- **Glimpse of our Placed Students** - Page 24

**Managing Director**

Varada Uday Bhaskar

ME Mechanical Engg. OU University

16+ Years of Exp



**75<sup>+</sup>**  
**COMPANIES**



**Click website for Guaranteed Course Programs**

**[https://caddeskbangalore-](https://caddeskbangalore-bommanhalli.com/placement-category)**

**[bommanhalli.com/placement-category](https://caddeskbangalore-bommanhalli.com/placement-category)**



**Click our website for Placed students & Partners**

**<https://cadenggr.com/placement-services>**



**Initiative of**

**Bhaskars Engineering Design & IT Center**

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CADDESK/ITDESK established in year 2007 has 20+ years of experience in Software Training of CAD/CAE/CAM/Full Stack/IT Software's .

We teach wide variety of Software's for Engineering & Degree Students CIVIL/ARCH./INTERIOR/MECH./PRODUCTION/AUTOMOBILE/ELECTRICAL/PUC/DEGREE (B.com/BBA/BA/BSC/BCA/others)/PG/MASTERS



## CIVIL ENGINEERING SOFTWARES

- Auto CAD
- 3DS Max
- REVIT Structure
- REVIT Architecture
- REVIT MEP
- STAAD Pro
- Etabs
- V-Ray
- Google Sketch up
- Enscape
- Quantity Take off
- and others.



## MECH.ENGINEERING SOFTWARES

- Auto CAD
- SolidWorks
- Catia
- NX Cad
- Nx Cam
- CREO
- Ansys WB
- REVIT MEP
- INVENTOR
- GD & T
- and others.



## ELECTRICAL ENGG. SOFTWARES

- Auto CAD
- PLC/Scada
- Matlab
- Primavera
- And others.



## IT ENGINEERING SOFTWARES

- MS Office
- Photoshop
- Corel Draw
- C language
- C++
- Core Java
- Advance Java
- Python
- Tally
- PHP
- .Net
- AWS
- SAP FICO/MM
- HTML
- JQuery
- My SQL
- Digital Marketing
- AI and others.

kindly note all the software's are not under Placement Category. For more details on the ACCOUNTING & FINANCE Placement Category courses, Please refer Page no. 6



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## ACCOUNTING & FINANCE COURSES

### Ms Office:



Microsoft Office is a suite of applications designed to help with productivity and completing common tasks on a computer. You can create and edit documents containing text and images, work with data in spreadsheets and databases, and create presentations and posters.

The overall purpose of MS Office is to simplify and automate various office-related activities like format documents, including reports, letters, resumes, and more, analyze data, create charts, and perform calculations, adding visual elements, and delivering information to an audience, manage emails, schedule meetings, and track appointments.

### Adv. Excel:



Advanced Excel skills involve utilizing complex functions, formulas, and tools to analyze, manipulate, and present data effectively, going beyond basic spreadsheet usage. These skills are crucial for tasks like data analysis, simulation, graphing, and automation.

Adv. Excel helps to Communicate complex data clearly and effectively using charts and graphs, Solve complex problems and make data-driven decisions.

### Tally Prime:



**Tally Prime with GST**

TallyPrime is a complete business management software for small and medium business. TallyPrime helps you manage accounting, inventory, banking, taxation, banking, payroll and much more to get rid of complexities, and in turn, focus on business growth. TallyPrime seamlessly adapts to different purchase and sales cycles, whether order-based or direct transactions. Manage sales orders, debit/credit notes, and payments effortlessly.

### SAP FICO:



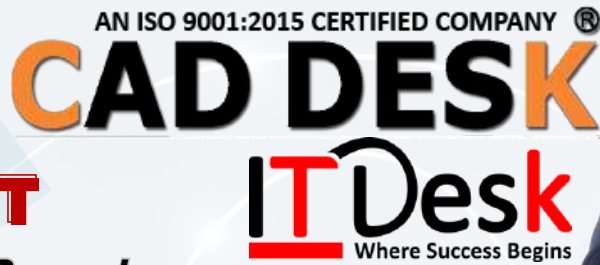
SAP FICO (Finance and Controlling) is a core module within SAP ERP that helps organizations manage their complex financial data, create financial statements, and analyze reports. It's used for both internal controlling and external financial reporting, ensuring accurate accounting practices and compliance.

FICO empowers businesses across multiple industries to use insights gained through data to make complex, critical decisions at scale with precisions and confidence.



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## **CONTENT OF THE DIPLOMA ACCOUNTING COURSE PROGRAM (BASIC & ADVANCE)**

### **Ms Office**

#### **MICROSOFT WORD:**

- Working with Documents and Keyboard
- Navigating Through a Word Document
- Basic Text Editing
- Text Formatting & Paragraph Formatting
- More ways to format text & paragraphs
- Style formatting & Page formatting
- Templates
- Working with Graphics and Pictures - Tables

#### **MICROSOFT POWER POINT:**

- Exploring the power Point
- interface & Views
- Navigation & Keyboard shortcut
- Opening & Saving files
- Changing Backgrounds
- Place holders & bullets
- Adjusting Placeholders
- Adding Headers & Footers
- Transition & Animation effects
- Power Point Design Essentials

#### **MICROSOFT EXCEL:**

- The Basics of data
- Managing workbook structure
- Formatting cells
- The basics of functions
- Working with formulas & graphics
- Working with chart
- Sorting, Filtration and Validation
- Customizing excel
- Preparing files for distribution

#### **MICROSOFT OUTLOOK:**

- Introduction to Outlook
- Navigating Outlook
- Email Id creation
- Sending & Receiving messages
- Formatting messages & Others

### **Adv. Excel**

#### **INTRODUCTION TO ADVANCE EXCEL:**

- Start & Set with templates
- Modular templates for quicker set up
- Customizing the Excel interface
- How to build in checks and controls
- Key techniques to increase efficiency
- Documentation and review tools
- Outlining & grouping data
- Using the subtotals tool

#### **WHAT IF ANALYSIS:**

- Exploring Scenarios
- Goal Seek and Data tables
- Using Solver, Data Validation

#### **PIVOT TABLE:**

- Getting Started & using Pivot Tables
- Displaying data in Pivot Table
- Formatting a Pivot Table
- Getting Started with Pivot charts
- Using Pivot chart tools tabs
- Formatting a Pivot Chart
- Using Hyperlinks
- Custom AutoFill list
- Sharing workbooks

#### **FUNCTIONS:**

- Vlookup and Hlookup functions
- Nested Vlookup
- Stats formulas & Text functions
- Lookup and reference functions
- Other formulas- ( tax calculation, interest, debit & credit, depreciation etc)

#### **MACRO:**

- Recording and Playing Macros
- Copying and Deleting Macro
- Visual Basic and Macros





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## **CONTENT OF THE DIPLOMA ACCOUNTING COURSE PROGRAM (BASIC & ADVANCE)**

### **TALLY PRIME**

- User Interface and Company Management
- Masters – Groups and Ledgers (chart of Account)
- Inventory Masters-Stock group, Stock category, stock Item etc
- F11 and F12 features
- Masters – Various Vouchers (Accounting, Inventory, Pay roll and Non accounting) Account Payables and Account receivables
- Purchase Order Processing Sales Order Processing
- Goods and Services Tax (GST)
- Processing of Purchase and sales with GST
- Purchase and sales return with GST
- Bank Reconciliation
- Manufacturing Journal
- Cost center and Cost Category
- Banking Aspects- chequeprinting, Reconciliation etc
- Batch wise details in tally
- Interest calculation
- Multi currency transactions
- Tax Deducted at Source
- Payroll in tally
- Closing entries-how to finalize
- Various reports- Financial, Inventory and Statutory
- Export of data
- Backup and Restore
- Tally vault and user level security features
- Edit log

### **SAP FICO**

#### **ORGANIZATIONAL STRUCTURE**

- Define company & code
- Assign company code to company
- Define business area & functional area
- Define credit control & Assign Code

#### **FINANCIAL ACCOUNTING GLOBAL SETTING**

- Maintain fiscal year variant
- Assign company code to fiscal year variant, Define variants to post periods
- Assign posting period variant to company, Open & close post periods
- Define field status variant
- Define document types, number range
- Define tolerance group & Assign
- Global parameters for company code

#### **SAP FI- GENERAL LEDGER**

- Introduction to new general ledger
- Define chart of accounts & groups
- Define retained earnings account
- Create general ledger account
- Posting of general entries
- Holding, parking, posting of documents
- Reversal & Reference of documents

#### **SAP FI- ACCOUNTS PAYABLE**

#### **SAP FI- ACCOUNTS RECEIVABLE**

#### **SAP FI- ASSET ACCOUNTING**

#### **CONTROLLING**

#### **COST ELEMENT ACCOUNTING**

#### **COST CENTRE ACCOUNTING**

#### **INTERNAL ORDER ACCOUNTING**

#### **PROFIT CENTER ACCOUNTING**

#### **COST POSTING OF PROFIT CENTER**

#### **INTEGRATION OF FI WITH MM MODULE**



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## DIPLOMA ACCOUNTING COURSE PROGRAM FEE STRUCTURE (BASIC & ADVANCE)

SL.No.	3 Course Program (Basic)	2 Course Program (Adv.)	3 Course Program (Adv.)	4 Course Program (Adv.)
1	Ms Office	Tally Prime	Tally Prime	Ms Office
2	Adv. Excel	SAP Fico	SAP Fico	Adv. Excel
3	Tally Prime	-	Adv. Excel	Tally Prime
4	-	-	-	SAP Fico
Actual Course Fee	27,500/-Rs	34,000/-Rs	42,500/-Rs	50,500/-Rs
Final Course Fee (2 EMI)	23,500/-Rs +1500/-Rs Books Fee	27,000/-Rs + 500/-Rs Books Fee + Server Fee	36,000/-Rs + 1000/-Rs Books Fee + Serve Fee	42,500/-Rs + 1500/-Rs Books Fee + Server Fee
	1st EMI: 15,500/-Rs 2nd EMI: 8,000/-Rs Books Fee: 1,500/-Rs	1st EMI: 17,000/-Rs 2nd EMI: 10,000/-Rs Books Fee: 500/-Rs	1st EMI: 22,000/-Rs 2nd EMI: 14,000/-Rs Books Fee: 1,000/-Rs	1st EMI: 26,500/-Rs 2nd EMI: 16,000/-Rs Books Fee: 1,500/-Rs
Final Course Fee (1 EMI)	22,500/-Rs + Books Included	26,000/-Rs + Books Included + Server Fee Exc.	34,000/-Rs + Books Included + Server Fee Exc.	40,000/-Rs + Books Included + Server Fee Exc.

**Note:** • All the above discounts are applicable for the Offline Students, Passout after 2022.  
• There will be no change in the course program structure once receipt is generated.  
• Incase of any career gap, arrears / backlog meet the management for guidance.  
• SAP Server fee is approximately 1000/-Rs - 1300/-Rs



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## ADDITIONAL IMPORTANT THINGS FOR INTERVIEW & CAREER

- Student will be given an opportunity to solve various practical problems
- In house practice on Accounting problems by using Advance Excel formulas
- Real time project review experience
- Application of TALLY & SAP FICO

## Understanding Various Real Time Quote's, Invoice, Receipt's & Bills

**DMART HONGASANDRA**  
AMR Business Park, Katha No 77/78, Sy No. 103/3,  
Kodichikkanahalli Road, Hongasandra,  
Bangalore 560068.  
State Name: Karnataka, Code: 29  
Contact : 080 25742644, 080 25742644

Tax Invoice  
Bill No. : 1  
Date : 1-4-2025  
Buyer (Bill to) : JEE/113033  
Time : 15:01 hrs

Sl	Description	HSN/SAC	Qty	Rate	Amount
1	SF DISNEY HAIR BAND		1	39.00	39.00
2	HAIR RUBBER BND KDS P		1	35.00	35.00
					74.00
					4.44
					4.44
					8.88
					82.88
					100.00
					17.12
					82.88

CGST @6%  
SGST @6%  
Total

Cash  
Cash Tendered  
Balance

Total Paid

We declare that this invoice shows the actual price of the goods described and that all particulars are true and correct.

"Thank You"  
"Visit Again"

**D-Mart**  
AVENUE SUPERMARTS LTD  
CIN : 151900PW2000PLC120473  
GSTIN : 36AACCA8432H129  
FSSAI No. : 138180130024

**DMART KAVURI HILLS**  
PLOT NO:43/P, 45, 46/48  
KAVURI HILLS ROAD MADHAPUR  
HYDERABAD-500081  
Phone : 040-23119821

TAX INVOICE  
Bill No : 502001010-000936 Bill Dt : 05/01/2022( 2:46PM)  
Vou. No : S103010-0105 Cashier : NSK/103536

HSN	Particulars	Qty/Kg	M/Rate	Value
330741	MANGALDEEP M-114nos	1	32.50	32.50
830280	BATH TOWEL REBE-nos	1	249.00	249.00
830419	BEDSHT PRINTED HOR	1	149.00	149.00
830492	PILLON COVER VENUS	1	99.00	99.00
980390	HO PL GALA NO DUST	2	159.00	318.00
190230	PASSET PASALA N-500g	2	80.00	160.00
420222	ZZZ COTTON BAG	1	16.00	16.00
570330	DOOR MAT MICRO POP	1	239.00	239.00
570500	DOORHATE COTTON DVE	2	59.00	118.00
961900	JOHNSONS BUOS-1-nos	2	50.00	100.00
180631	CADOURY 9 STAR -42g	1	22.00	22.00
220110	KIMLEY CLUB -1.251t	1	27.00	27.00
340130	BETTEL ORIGIN-200ml	1	79.00	79.00
340220	SURF EXCEL EA-1.5kg	1	188.00	188.00
340540	REFLECT DISHNA-500g	1	34.00	34.00
380891	ALL OUT 1 MACH-45ml	1	110.00	110.00
380894	SPARKLE CITRUS -21t	1	159.00	159.00
390799	COMPOSTABLE GR GRG	2	89.00	178.00
392329	PL KOTI GARBAGE BAG	1	59.00	59.00
392330	PL NAYASA TURTLE 80	1	49.00	49.00
392330	PL NAYASA SUMO BOTT	1	59.00	59.00
392410	RATAN DUST BIN PRIN	1	179.00	179.00
392410	JOYO B HOME BATH MU	1	49.00	49.00
960390	HO GALA C DOUBLE HO	1	135.00	135.00
960390	HO SCOTCH SILVER SP	1	89.00	89.00
220210	COCA CO-1.751t	1	70.00	70.00
392410	PL JOYO 25 LT BUCHE	1	349.00	349.00
190531	SUNFEAST DARK -300g	1	90.00	90.00

Items: 28 Qty: 33 3385.50

GST Breakup Details (Amount INR)

**amazon.in**  
Tax Invoice/Bill of Supply/Cash Memo  
(Original for Recipient)

**Sold By:**  
Cloudtail India Private Limited  
\* Rect/Killa Nos. 38/6/2 min. 192/2/1/1,  
37/1/15/1, 15/2, Adjacent to Starex School,  
Village Binola, National Highway-8,  
Tehsil- Manesar  
Gurgaon, Haryana, 122413  
IN

**Billing Address:**  
Harmanpreet  
T.I.E.T, Thapar University  
Bhadson Road,  
Patiala, Punjab, 147004  
IN

**Shipping Address:**  
Harmanpreet  
T.I.E.T, Thapar University  
Bhadson Road,  
Patiala, Punjab, 147004  
IN

**PAN No:** AAQCS4259Q  
**GST Registration No:** 106AAQCS4259Q1ZE

**Order Number:** 407-3521143-2456518  
**Order Date:** 15.09.2021

**Invoice Number:** DEL5-1286547  
**Invoice Details:** HR-DEL5-1208-1937  
**Invoice Date:** 15.09.2021

Sl No	Description	Unit Price	Qty	Net Amount	Discount	Tax Rate	Tax Type	Tax Amount	Total Amount
1	Rebrdo M0005R TowerPro M0005R Servo Motor / 800MTGV3TA (800MTGV3TA) HSN:8501	₹316.05	8	₹2528.5	₹0.00	18%	IGST	₹456.5	₹2985.0
2	Raspberry Pi 3B+ / 3B Plus Motherboard Combo - P/B/O/X India Variation (P/B/O/X - Essential Combo Black 32158K) / 807C6XG3HPx(TS-483C-1TVH)	₹4,026.4	1	₹4,026.4	₹201.8	18%	IGST	₹600.2	₹4,624.8
	Shipping Charges	₹33.00		₹33.00	₹33.00	18%	IGST	₹6.00	₹39.00
	<b>Total:</b>							₹5,146.7	₹5,146.8

**Amount in Words:**  
Seven Thousand Five Hundred And Sixteen Point Eight only

For Cloudtail India Private Limited:

Authorized Signatory

**Invoice**

**Kantech Solutions Private Limited**  
Ground Floor, Building 2A, 23 & 24  
AMR Tech Park Internal Rd, Hongasandra  
Bengaluru, Karnataka 560068  
GSTIN 04ARCPD98743125

**Invoice date:** 30/06/2017  
**Due date:** 14/07/2017  
**Invoice number:** 1

**Vijaya Traders Private Limited**  
5/1, Penthouse 01, 6th Floor, Rich  
Homes Apartment, Richmond Road  
Bengaluru, Karnataka 560025  
GSTIN 04ARCPD98743125

Description	HSN	Qty	Unit price	Tax	Amount
Shampoo	34011111	10.000	10.00	CGST 14% + SGST 14%	1,00,000.00
Soap	34011110	5.000	5.00	CGST 9% + SGST 9%	25,000.00
				Sub-total	₹ 1,25,000.00
				CGST	₹ 16,250.00
				SGST	₹ 16,250.00
				<b>Total</b>	₹ 1,57,500.00

Total in words  
Rupees One Lakh Fifty Seven Thousand Five Hundred



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## ADDITIONAL IMPORTANT THINGS FOR INTERVIEW & CAREER

### Sample Mailing address representation of Multiple locations

#### Mailing Details for : **Primary**

Address : Marathalli Sarjapura Outer Ring  
Kadubeesanahalli

State : Karnataka  
Country : India  
Pincode : 560087  
Contact person : Amal Davud  
Phone no. : 523647950  
Mobile no. : +91 - 9999999999  
Fax no. :  
E-mail : amaldavud45@gmail.com

#### Mailing Details for : **Warehouse**

Address : Warehouse 1  
Brigade Road East Wing  
81 Stephens Road  
Bengaluru

State : Karnataka  
Country : India  
Pincode : 560023  
Contact person : Lokesh Kumar  
Phone no. :  
Mobile no. : +91 - 6352417890  
Fax no. :  
E-mail :

#### Party Details

Buyer (Bill to) : Hein Sachamcher  
Address Type : ♦ Primary  
Mailing Name : Hein Sachamcher  
Address : Marathahalli , Sarjapur Outer Ring Road  
Kadabeesanahalli  
Bengaluru

State : Karnataka  
Country : India  
Pincode : 560087  
GST Registration type : Regular  
GSTIN/UIN :

Place of Supply : Karnataka

Consignee (Ship to) : MADHU.B  
Address Type : ♦ Primary  
Mailing Name : MADHU.B  
Address : Eurofins IT Solutions India Pvt.Ltd 1st Floor  
Maruti Platinum Lakshminarayana Pura , ACES Layout  
Bengaluru

State : Karnataka  
Country : India  
Pincode : 560037  
GSTIN/UIN :

#### Company: **Hindustan Unilever Limited**

Mailing name : Hindustan Unilever Limited  
Address : 64, White Field Main Road Plain Meadows  
White Field  
Bengaluru

Pincode : 560066  
Phone no. : 7845129632  
Mobile no. : +91 - 9977438557  
Fax no. :  
E-mail : hindustanunileverltd@gmail.com  
Website : www.hindustanliverltd.in

#### Mailing details for: **Branch Office**

Mailing name : PQJ=PCX,Thigalarapalya,Krishnarajpruam  
Address : Begaluru  
Karnataka

Pincode : 560048  
Phone no. : 1800101125  
Mobile no. : +91 - 6352417890  
Fax no. :  
E-mail : hindustanuniliverltd56@gmail.com  
Website : www.hindustanunilever.in





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## SAMPLE ACCOUNTING PROJECTS OF OUR STUDENTS

Created by: Anusha. H U

ID: 237/62

Glimpse of Accounting Project on Tally



- Setting up company for transactions
- Creation of ledger and voucher entries
- Creation of Balance sheet
- Creation of Profit & loss
- Conclusion

### Set up of company:

The screenshot shows the 'Company Creation' window in Tally.ERP 9. The window is divided into several sections: 'Company Creation' (top left), 'Books and Financial Year Details' (top right), 'Security Control' (middle right), 'Contact Details' (bottom left), and 'Base Currency Information' (bottom right). The 'Company Creation' section includes fields for Directory, Name, Mailing name, Address, Country, State, Pincode, Phone no., Mobile no., Fax no., E-mail, and Website. The 'Books and Financial Year Details' section includes fields for Financial year begins from and Books beginning from. The 'Security Control' section includes fields for TallyVault password (if any), Repeat password, Use security control, and a warning message. The 'Contact Details' section includes fields for Phone no., Mobile no., Fax no., E-mail, and Website. The 'Base Currency Information' section includes fields for Base currency symbol, Formal name, Suffix symbol to amount, Add space between amount and symbol, Show amount in millions, Number of decimal places, Word representing amount after decimal, and No. of decimal places for amount in words. The status bar at the bottom shows 'Tally MAIN --> Company Info. --> Company Creation', '© Tally Solutions Pvt Ltd., 1988-2018', 'Sun, 19 May, 2024', and '18:57:29'.

Company Creation		Books and Financial Year Details	
Directory	C:\Users\Public\Tally.ERP9\Data	Financial year begins from	1-4-2024
Name	Infotech Enerprise	Books beginning from	1-4-2024
<u>Primary Mailing Details</u>			
Mailing name	Infotech Enerprise	<u>Security Control</u>	
Address	Mg Road	TallyVault password (if any)	
Country	India	Repeat password	
State	Karnataka	(Warning: Forgetting TallyVault password will render your data inaccessible.)	
Pincode		Use security control	? No
(Enable security to avail TSS features)			
<u>Contact Details</u>			
Phone no.			
Mobile no.	9008409238		
Fax no.			
E-mail	info123@gmail.com		
Website			
<u>Base Currency Information</u>			
Base currency symbol	₹	Number of decimal places	2
Formal name	INR	Word representing amount after decimal	paise
Suffix symbol to amount	? No	No. of decimal places for amount in words	2
Add space between amount and symbol	? Yes		
Show amount in millions	? No		

The company purchased spare parts and accessories from Majestic Computers on a credit period 15days GST applicable 18% and carriage charges of 500

- Before creating stock items we have to do configuration F11
- Gateway of tally > inventory features(F11) > enter
- 1.Maintain stock category =yes
- 2.Maintain multiple godowns =yes
- 3.Enable purchase order processing=yes
- 4.Use debit and credit note =yes
- 5.Use tracking number = yes

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## SAMPLE ACCOUNTING PROJECTS OF OUR STUDENTS

### (Glimpse of Accounting Project on Tally)

Inventory Features:

The screenshot shows the 'Inventory Features' window in Tally.ERP 9. The window is titled 'Company: Infotech Enterprises' and 'Inventory Features'. It contains several sections with checkboxes for enabling or disabling various features:

- General**
  - Integrate accounts and inventory: ? Yes
  - Enable zero-valued transactions: ? No
- Storage and Classification**
  - Maintain multiple Godowns: ? Yes
  - Maintain stock categories: ? Yes
  - Maintain batch-wise details: ? No
  - Set expiry dates for batches: ? No
  - Use separate actual and billed quantity columns: ? No
- Order Processing**
  - Enable purchase order processing: ? Yes
  - Enable sales order processing: ? Yes
  - Enable job order processing: ? No
  - (Enables the options 'Maintain multiple godowns' and 'Use material in and out vouchers')
- Invoicing**
  - Enable invoicing: ? Yes
  - Record purchases in invoice mode: ? Yes
  - Use debit and credit notes: ? Yes
  - Record credit notes in invoice mode: ? Yes
  - Record debit notes in invoice mode: ? Yes
  - Use separate discount column in invoices: ? No
- Purchase Management**
  - Track additional costs of purchases: ? No
- Sales Management**
  - Use multiple price levels: ? No
- Other Features**
  - Use tracking numbers (enables delivery and receipt notes): ? Yes
  - Use rejection inward and outward notes: ? Yes
  - Use material in and out vouchers: ? Yes
  - Use cost tracking for stock item: ? No

The bottom of the window shows a status bar with 'Tally MAIN --> Gateway of Tally --> Company Features --> Company Operations: Alteration' and '© Tally Solutions Pvt Ltd, 1988-2018 Sun, 19 May, 2024 21:53:17'.

Purchase voucher entry for Majestic computer:

The screenshot shows a 'Purchase Voucher' entry in Tally.ERP 9. The voucher is dated '1-Apr-2024' and is for 'Majestic Computers'. The 'Supplier invoice no.' is '001'. The 'Particulars' section shows the following entries:

Particulars	Debit	Credit
Cr Majestic Computers		19,00,300.00
Cur Bal: 19,00,300.00 Cr		
New Ref 001 15 Days 19,00,300.00 Cr (16-Apr-2024)		
Dr Purchase A/c	16,10,000.00	
Cur Bal: 16,10,000.00 Dr		
Processor(Atom) 100 nos 3,70,000.00		
Hard Disk (320) 100 nos 2,90,000.00		
Lcd Monitor 100 nos 3,80,000.00		
Processor(Corei7) 100 nos 5,70,000.00		
Dr Carriage Inward	500.00	
Cur Bal: 500.00 Dr		
Dr Cgst	1,44,900.00	
Cur Bal: 1,44,900.00 Dr		
Dr Sgst	1,44,900.00	
Cur Bal: 1,44,900.00 Dr		

The 'Provide GST/e-Way Bill details' are set to 'No'. The 'Narration' is 'being purchase voucher issued to majestic'. The total debit is 19,00,300.00 and the total credit is 19,00,300.00. The bottom of the window shows a status bar with 'Tally MAIN --> Gateway of Tally --> Display Menu --> Day Book --> Accounting Voucher: Alteration (Secondary)' and '© Tally Solutions Pvt Ltd, 1988-2018 Sun, 19 May, 2024 22:20:38'.



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## SAMPLE ACCOUNTING PROJECTS OF OUR STUDENTS

### Balance Sheet: (Glimpse of Accounting Project on Tally)

Tally.ERP 9				P: Print E: Export M: E-Mail O: Upload S: TallyShop G: Language K: Keyboard K: Control Centre H: Support Centre H: Help				F1: Detailed F2: Period F3: Company F7: Valuation S: Schedule VI			
Balance Sheet				Infotech Enerprise				Ctrl + H			
Liabilities				Assets							
Infotech Enerprise as at 1-Apr-2024				Infotech Enerprise as at 1-Apr-2024							
Capital Account				Fixed Assets				1,20,000.00			
Loans (Liability)				Current Assets				42,47,900.00			
Current Liabilities											
Profit & Loss A/c											
Opening Balance											
Current Period											
Difference in opening balances											
Total				Total				43,67,900.00			
Q: Quit				R: Remove Line U: Restore Line U: Restore All Space: Select				Ctrl + H			
Tally MAIN --> Gateway of Tally --> Balance Sheet				© Tally Solutions Pvt Ltd., 1988-2018				Tue, 21 May, 2024 22:40:53			

### Profit and loss:

Tally.ERP 9				P: Print E: Export M: E-Mail O: Upload S: TallyShop G: Language K: Keyboard K: Control Centre H: Support Centre H: Help				F1: Detailed F2: Period F3: Company F7: Valuation S: Schedule VI			
Profit & Loss A/c				Infotech Enerprise				Ctrl + H			
Particulars				Particulars							
Infotech Enerprise For 1-Apr-2024				Infotech Enerprise For 1-Apr-2024							
Opening Stock				Sales Accounts				7,40,000.00			
Purchase Accounts				Closing Stock				36,74,250.00			
Direct Expenses											
Gross Profit c/o											
Total				Total				44,14,250.00			
Indirect Incomes				Gross Profit b/f				7,39,100.00			
Indirect Expenses											
Nett Profit											
Total				Total				7,39,100.00			
Q: Quit				R: Remove Line U: Restore Line U: Restore All Space: Select				Ctrl + H			
Tally MAIN --> Gateway of Tally --> Profit & Loss A/c				© Tally Solutions Pvt Ltd., 1988-2018				Tue, 21 May, 2024 22:44:22			

### Conclusion:

The implementation of Tally has proven to be instrumental in optimizing business operations. The software has significantly enhanced efficiency and accuracy.





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## SAMPLE MS OFFICE PROJECTS OF OUR STUDENT

### Glimpse of Accounting Project on Ms-Office

Created by: Suswin Axcilia S

ID: 237/119

Glimpse of Project on MS-Office



Microsoft Word's AutoCorrect feature has evolved with the integration of AI, offering more than just basic spell-checking. AI algorithms now analyze context, grammar, and writing patterns, enabling the system to make intelligent corrections and suggestions.

#### What is the use of AI in Word?

- ☐ Completely restructure sentences.
- ☐ Enrich your text.
- ☐ Describe the same ideas differently.
- ☐ Eliminate spelling and grammar mistakes.
- ☐ Make your writing clearer and more concise.
- ☐ Naturally split sentences.



Microsoft Office is a suite of applications designed to help with productivity and completing common tasks on a computer. You can create and edit documents containing text and images, work with data in spreadsheets and databases, and create presentations and posters.

The Integration of AI (Artificial Intelligence) in the Microsoft Office suite offers numerous advantages to enhance your productivity and facilitate collaboration. With features like real-time co-creation, document sharing, and cloud synchronization, you can work efficiently with your colleagues wherever you are.

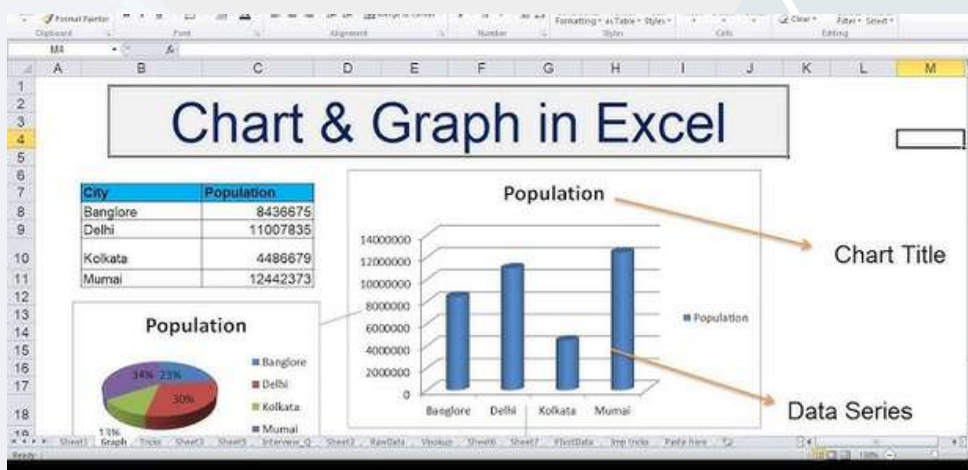
✓ AI is significant because it successfully tackles a profound set of technical challenges. Increasingly, human capabilities – understanding, reasoning, planning, communication and perception

✓ AI drives down the time taken to perform a task. It enables multi-tasking and eases the workload for existing resources. AI enables the execution of hitherto complex tasks without significant cost outlays.

#### AI ADVANTAGES IN MS- POWER POINT

✓ Reduction in Human Error. One of the most significant benefits of Artificial Intelligence is that it can significantly reduce errors and increase accuracy and precision.

✓ Decision-Making. Zero Risks.



The knowledge of Ms-Office Suite i.e Word, Powerpoint, Excel & Outlook in and out helps to

- Make work faster
- Give good presentation
- Graphical representation
- Send email without errors



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## SAMPLE ACCOUNTING PROJECTS OF OUR STUDENTS Glimpse of Accounting Project on Adv. Excel

Created by: Yashik Nanaiah K V

ID: 237/101

Glimpse of Project on Overview of Adv. Excel



### BASIC TO ADVANCE EXCEL TIPS & TRICKS

SOFTWARE EDUCATION  
STUDENT PROJECT  
SUBMISSION



#### What are shortcut keys in Excel?

- Basic Excel Shortcut Keys
- Navigation Shortcuts
- Number Formatting Keys
- Workbook Shortcut Keys
- Editing and Data Managing Shortcut Keys
- Formula and Function Excel Shortcuts
- Special Navigation Keyboard Shortcuts



#### What are logical functions in Excel?

Logical functions are used in spreadsheets to test whether a situation is true or false. Depending on the result of that test, you can then elect to do one thing or another. These decisions can be used to display information, perform different calculations, or to perform further tests.

- AND
- OR
- IF
- IFERROR
- NOT



#### What are TEXT FUNCTION in Excel?

- Trim
- Upper
- Lower
- Length
- Concatenate
- Find
- Substitute
- Left
- Right
- Mid



#### Mathematical & Statistical Functions In Excel?

- Sum
- Average
- Count
- Counta
- Countif
- Countifs
- Integer function
- Trunc
- Sum if
- Offset & Indirect function
- Index & Match function



#### Special Functions & Important Elements In Excel?

- Vlook Up Functions
- Date And Time Function
- What-if-analysis
- Goal Seek
- Data Table
- Scenario Manager
- Data Validation
- Conditional Formatting
- Format Table
- Filter & Sort
- Pivot Table
- Charts in Excel



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## SAMPLE ACCOUNTING PROJECTS OF OUR STUDENTS

### Glimpse of Accounting Project on Tally Prime

Created by: Ankitha G N

ID: 237/112

Glimpse of Project Overview of Tally Prime



- Company Creation
- Ledger Creation
- Example
- Creation of Payment Voucher
- Creation of Sales Voucher
- Creation of Purchase Voucher
- Conclusion

### Company Creation:

TallyPrime EDU		MANAGE		K: Company		Y: Data		Z: Exchange		G: Go To	
<b>Company Creation</b>											
Company Data Path		: C:\Users\Public\TallyPrime\data									
Company Name		: RR HIGH -TECH RADIOLOGY PVT LTD				Financial year beginning from		Books beginning from		: 1-Apr-25	
Mailing Name		: Rrhightechradiology402@gamil.Com				Security		Control User Access to Company Data		: No	
Address											
State		: Karnataka									
Country		: India									
Pincode		: 550077									
Telephone											
Mobile		: 8845687401									
Fax											
E-mail		: Rrhightechradiology402@gmail.com									
Website		: www.rrhightechradiologypvtltd.in									
Base Currency symbol		: ₹									
Formal name		: INR									
Suffix symbol to amount		: No									
Add space between amount and symbol		: Yes									
Show amount in millions		: No									
Number of decimal places		: 2									
Word representing amount after decimal		: paise									
Number of decimal places for amount in words		: 2									

### Ledger Creation:

TallyPrime EDU		MANAGE		K: Company		Y: Data		Z: Exchange		G: Go To	
<b>Ledger Creation (Secondary)</b>											
Name		: Ram and Sons A/c									
Under		: Sundry Debtors (Current Assets)									
Maintain balances bill-by-bill		: Yes									
Default credit period		:									
Check for credit days during voucher entry		: No									
<b>RR HIGH -TECH RADIOLOGY PVT LTD</b>											
<b>Mailing Details</b>											
Name		: Ram and Sons A/c									
Address		: Apartment 2nd, 4th Floor, 3rd Cross Begur Road, Begur, Bangalore.									
State		: Karnataka									
Country		: India									
Pincode		: 500068									
<b>Banking Details</b>											
Provide bank details		: No									
<b>Tax Registration Details</b>											
PAN/IT No.		:									
Registration type		: Regular									
GSTIN/UIN		:									
Set/Alter GST details		: No									





## SAMPLE ACCOUNTING PROJECTS OF OUR STUDENTS Glimpse of Accounting Project on Tally Prime

### Example:

#### 1. Received a cheque of Rs 50,000 from Ram & Sons Manufacturers

Go to Gateway of tally > Accounting Vouchers > F6 : Receipt voucher.

Specify the voucher Date  
[ Press F2 ] :01/04/2025.

**Credit :** Press Alt + C to create a ledger, Ram and Sons under Sundry debtors and credit enter the amount 50,000.

**Debit :** select the Canara Bank cheque account ledger under bank account.

**Narration :** Being amount received cheque by Ram & Sons manufacturing.

Accept the screen or Save.

### Payment Voucher:

#### USES OF PAYMENT VOUCHER

- ☐ Recording all the payments.
- ☐ Tracking expenses.
- ☐ Managing supplier payment.
- ☐ Loan repayment.
- ☐ Accurate financial record keeping.
- ☐ Auditing & Reporting.

#### Types of payment voucher;

In the payment voucher there are Two {2} types.

- Cash payment voucher.
- Bank payment voucher.

#### CREATION OF PAYMENT VOUCHER

- Open the Gateway of tally > select the Accounting voucher.
- Select the payment voucher or click f5.
- Enter date , click on f2.
- Select the bank or cash account.
- Select the party and Enter the amount.
- Enter the bill-wise Details.
- Give the Narration.
- Accept the screen, ctrl + A.

TallyPrime		MANAGE		G: Go To		
EDU		K: Company	Y: Data	Z: Exchange		
<b>Ledger Alteration (Secondary)</b>			<b>RR HIGH -TECH RADIOLOGY PVT LTD</b>			
Name : <b>Canara Bank Cheque A/c</b>						
Under	: <b>Bank Accounts (Current Assets)</b>		<b>Mailing Details</b>			
<b>Bank Account Details</b>						
A/c Holder's Name	: Rnhightechradiology402@gmail.Com		Name	: Canara Bank Cheque A/c		
A/c No.	: cnrb00019865001		Address	: Sentmark's Road , Mg Road, Ashok Nagar Bangalore		
IFS Code	: 2001586		State	: Karnataka		
SWIFT Code	:		Country	: India		
Bank Name	:		Pincode	: 500068		
Branch	: Begur		<b>Tax Registration Details</b>			
<b>Bank Configuration</b>						
Set/Alter range for Cheque Books	: No		GSTIN/UIN			
Enable Cheque Printing	: Yes					
Set/Alter Cheque Printing configuration	: No					
Enable Auto Reconciliation	: No					



## SAMPLE ACCOUNTING PROJECTS OF OUR STUDENTS

### Glimpse of Accounting Project on Tally Prime

#### Sales Voucher:

##### Uses of sales voucher.

Recording the transaction for goods sales or service sales.

Tracking the Inventory for inventory management or stock movement.

Flexible for any entry to change like invoice mode, accounting mode, voucher mode.

Its use full for Discount and Taxes. reporting And printing.

##### How to create a sales voucher ?

Open the Gateway of tally > select the Accounting voucher.

Select the sales voucher or click f8.

Enter date , click on f2.

Select the bank or cash account.

Select the party and Enter the amount.

Enter the bill-wise Details.

Give the Narration.

Accept the screen, ctrl + A.

#### Payment Voucher:

##### Uses of purchase voucher

Purchase voucher is used to record the purchase of goods or services by a business . It's financial document that captures details like date, supplier, invoice number, and the amount paid. You can use the f9 key to access the purchase voucher in tally.

To record all the Transaction of purchase.

Tracking the Debits and Credits.

Accounting for GST.

Managin g the Inventory

Payment Tracking.

Invoice mode.

Purchase order and Receipt note.

##### How to create a Purchase voucher ?

Open the Gateway of tally > select the Accounting voucher.

Select the Purchase voucher or click f9.

Enter date , click on f2.

Select the bank or cash account.

Select the party and Enter the amount.

Enter the bill-wise Details.

Give the Narration.

Accept the screen, ctrl + A.

#### Conclusion:

Tally prime , according to the increasing requirements of various business organisation in the recording and analysing the transaction is being updated by the software developers from time to time.



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## Glimpse of Project on SAP

Created by: Monika S

ID: 237/114

Glimpse of Project Overview of SAP



- Company Creation
- Assignment of Company Code
- Maintain Fiscal Year Variant: OB29

### CREATION OF COMPANY: OX15

**PATH:**

SPRO>SAP REFERENCE IMG> ENTERPRISE STRUCTURE> DEFINITION> FINANCIAL ACCOUNTING> DEFINE COMPANY

**DEFINATION:** Creating a company involves defining its basic information and organizational structure within the SAP system.

### ASSIGNMENT OF COMPANY CODE TO COMPANY: OX16

SPRO>SAP REF IMG>ENTERPRISE STRUCTURE>ASSIGNMENT>FINANCIAL ACCOUNTING>ASSIGN COMPANY CODE TO COMPANY

**DEFINATION:** Connection of a company with the branch of a company . Use transaction code OX16 and navigate through the implementation guide (IMG)

### MAINTAIN FISCAL YEAR VARIANT: OB29

SPRO>SAP REF IMG>ENTERPRISE STRUCTURE>ASSIGNMENT>FINANCIAL ACCOUNTING>ASSIGN BUSINESS AREA TO CONSOLIDATED BUSINESS AREA

**DEFINATION:** The number of posting periods and any special periods. You can also define year dependent fiscal year variants for specific calendar years.

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## ASSIGN NUMBER RANGE TO VENDOR ACCOUNT:OBAS

Group	Name	Number range
CADV	domestic vendor for cadv	9
CPD	One-time vend.(int.no.assgnmt)	02
CPDL	One-time vend.(ext.no.assgnmt)	XX
DARL	Lender	01
FKDV		22
HRTD	Employees	03
J100		01
KRED	Vendors	02
LIEF	Vendors	01
LIF1	Suppliers (Training)	01
LIFA	Vendors	XX
LROS	Vendors	SU
LSRM	Vendors	EB

- Number range to Vendor
- Creation of Vendor Account
- G/L Account display

## CREATION OF VENDOR ACCOUNT GROUP: OBD3

Account group: **cadv** → Account group

General data

Meaning: **domestic vendor for cadv**

One-time account: ☐

Field status

General data

Company code data

Purchasing data

## G/L ACCOUNT LINE ITEM DISPLAY:-FBL3N

**G/L Account Line Item Display**

G/L Account: 106, Company Code: FK22, sundry creditors account

St	Assignment	DocumentNo	BusA	Type	Doc. Date	FK	Amount in local cur.	LCurr	Tx	Clring doc.	Text
✓	20240501	251	FKMY	KR	01.05.2024	40	25.000,00	INR			Being raw material purchased
✓	20240501	252	FKMY	KR	01.05.2024	40	25.000,00	INR			Being raw material purchased
✓	20240503	253	FKMY	KR	03.05.2024	40	30.000,00	INR			Being raw material purchased
*							80.000,00	INR			
**	Account 106						80.000,00	INR			

G/L Account: 303, Company Code: FK22, purchase account

St	Assignment	DocumentNo	BusA	Type	Doc. Date	FK	Amount in local cur.	LCurr	Tx	Clring doc.	Text
✓	20240501	250	FKMY	KR	01.05.2024	40	25.000,00	INR			being raw material purchased
✓	20240504	254	FKMY	KR	04.05.2024	40	100.000,00	INR			Being raw material purchased
✓	20240601	700	FKMY	DR	01.06.2024	50	25.000,00-	INR			being goods sold
✓	20240601	701	FKMY	DR	01.06.2024	50	25.000,00-	INR			being goods sold
✓	20240603	702	FKMY	DR	03.06.2024	50	20.000,00-	INR			being goods sold
*							55.000,00	INR			
**	Account 303						55.000,00	INR			



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## Glimpse of Project on SAP

Created by: Neha K R

ID: 237/113

Glimpse of Project Overview of SAP



- Consolidation Business Area
- Assign Variants to Company code

### ASSIGNMENT OF BUSINESS AREA TO CONSOLIDATION BUSINESS AREA

**SPRO> SAP Reference IMG> Enterprise structure> Assignment> Financial accounting> Assign business area to consolidation business area.**

This assignment ensures that financial data from individual business areas is correctly aggregated and presented at a higher, consolidated level.

Change View "Assign Business Area -> Consolidation Business Area"

Business Area	Description	Cons.bus.area	Description
0001	BENGLORE	FIBA	Banglore
1000	Mechanical engineering	1000	Mechanical en
1500	Consumer Products: Food	1500	Consumer Pro
2000	Plant engineering & construct.	2000	Plant engineer
2700	Mechanical engineering	2700	Mechanical en
3000	Automotive	3000	Automotive
3400	Metal, Wood and Paper		
3500	Aerospace & Defence		

Consolidated  
business area

**SPRO> SAP Reference IMG> Financial accounting> global setting> Document> posting period> define variants for open posting period .**

Posting periods define the structure of a fiscal year, breaking it down into distinct periods.

New Entries: Overview of Added Entries

Variant	Name
F114	posting period variant for F114

**-:Assign variants to company code (OBBP):-**

**SPRO> SAP Reference IMG> Financial accounting global setting> Document> posting period> Assign variant to company code.**

Assigning variants to company codes primarily controls the opening and closing of posting periods.

Change View "Assign Comp.Code -> Posting Period Variants"

CoCd	City	Variant
F114	banglore	F114
FK22	Mysore	



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SMART QUICK VENTURES



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GENESIS IT INNOVATIONS



CEA ENGG. AUTOMATION



STAR SWITCH GEARS



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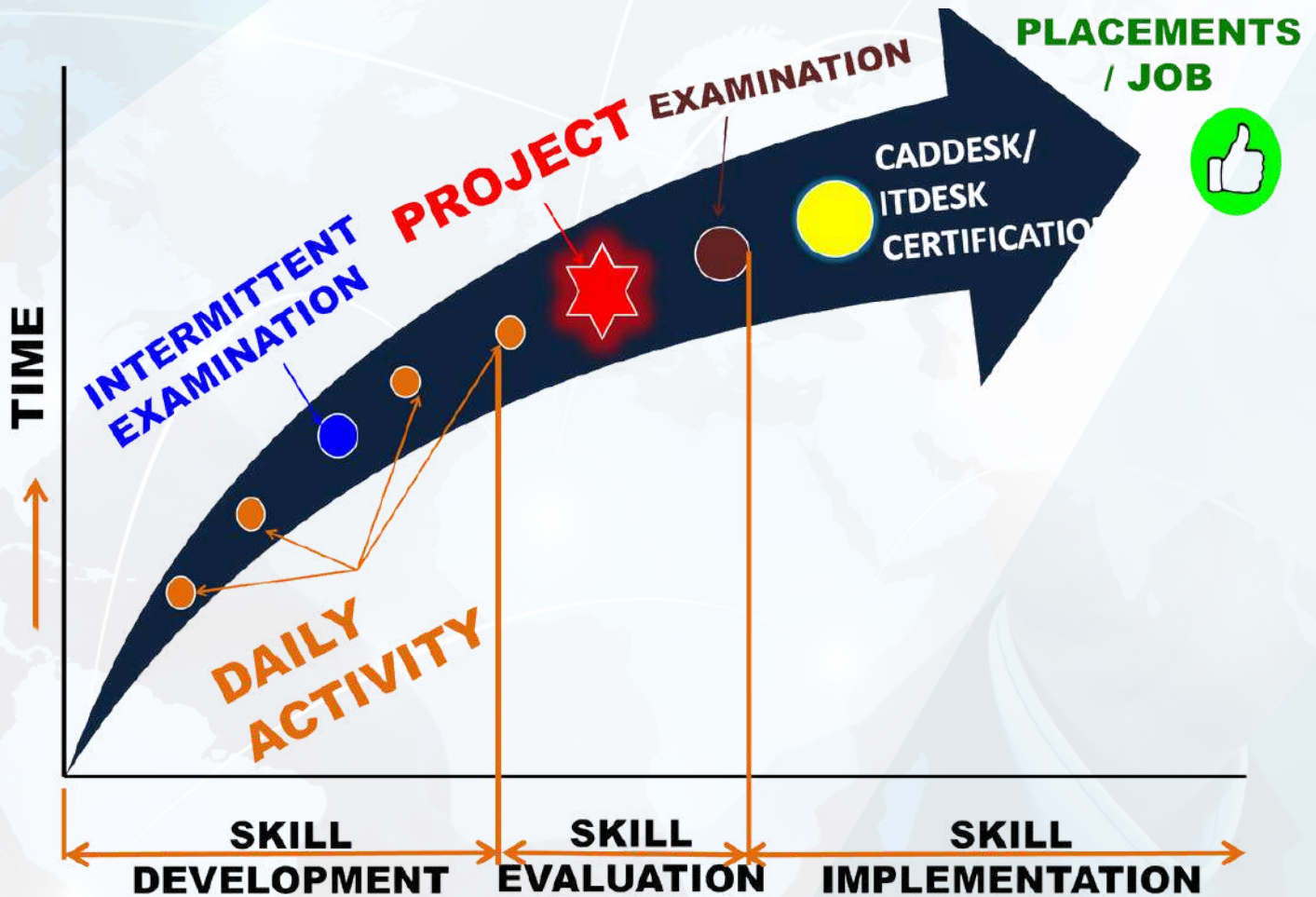
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- REALTIME KNOWLEDGE OF ACCOUNTS
- TECHNICAL & PRACTICAL SESSIONS
- CAREER AWARENESS SESSIONS
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## GLIMPSE OF OUR SESSIONS

### Resume preparation Sessions:



### Students Examination:



### Technical Sessions:





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EVENTS & CELEBRATIONS

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