

# Advance Diploma in E – Accounting

## (MS-Office, Advance Excel, Tally With GST, Busy & Taxation)

### Course Overview

This course is designed to aim at imparting a Basic to Advance Level E-Accounting Literacy programme with MS-office, Advance Excel Tally with GST, Busy & Taxation Course for the common man. If you are Looking for a job in advance Excel &E-Accounting with taxation or payroll? We will suggest a course that makes your career bright in accounting. DAE is one such course in E-Accounting & MS-office which can help you climb your career ladder at a faster pace.



**Duration:** 1 Year

### Job Prospects

Once you finish a professional course in software like Tally, Taxation, Busy, Advance Excel & MS-office, your chances of getting hired for the job profile of an Accountant by a multinational corporation or a company of your own choice will increase exponentially



TallyPrime

### Job Profiles

- Taxation Executive
- Accounts Manager
- Accounts Executive
- E-Accountant
- Accounting Clerk
- Data Entry Operator
- Accounts Executive
- MIS Executive
- Accounts Officer
- Tally Operator
- Accounts Supervisor

### MS office Course Content

#### MS-Windows

- Introduction to Computer
- Computer Basic
- Creating Folder
- Directories
- Input units
- Output units
- Central Processing Units
- What is Hardware
- What is Software
- Windows Short Cut Keys

#### Microsoft-Word 2016/2019

- Creating
- Editing
- Saving
- Printing documents
- Page Setup
- Font and Paragraph Formatting
- Simple character formatting
- Inserting tables
- Smart Art
- Page breaks
- Using lists and styles
- Working with images
- Using Spelling and Grammar check
- Understanding document properties
- Macros
- Mail Merge

# IECS

COMPUTER EDUCATION & SKILL DEVELOPMENT  
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## Microsoft-Excel 2016/2019



- Spreadsheet Basics
  - Creating
  - Editing
  - Saving
  - Page Settings
- Working with Functions & Formulas
  - Basic Functions
  - Lookup Functions
  - Logical If Functions
  - Financial Functions
  - Statistical Functions
  - Maths & Trig. Functions
  - Text Functions & Many More
- Modifying worksheets with color
- Auto Formats
- Charts & Graphs
- Pivot Table & Pivot Chart
- Data Forms
- Analyzing Data
- Data
  - Subtotal
  - Sorting Data
  - Filtering Data
  - Data Validation
  - Goal Seek
- Formatting worksheets
- Conditional formatting
- Macros
- Securing & Protecting Spreadsheets
- Proofing and Printing

## Microsoft-PowerPoint 2016/2019

- Opening
- Viewing
- Creating
- Printing Slides
- Applying Auto Layouts
- Adding Custom Animation
- Using Slide Transitions
- Charts & Graphs
- Hyperlinks and Action Buttons
- Working with Movies and Sounds
- Slide Master
- Creating Professional Slide for Presentation.

## Internet

- What is Internet?
- Understanding how to search/Google
- Bookmarking and Going to a specific website
- Search engines
- Email -
  - Receiving Incoming Messages
  - Sending Outgoing Messages
  - Email addressing
  - Email attachments
- Copy and paste Internet content into your word file and emails
- Blogging
- Understanding social media platforms such as Facebook & Many more
- Learn with best practices

# Tally Prime Course Content



TallyPrime

**Meaning of Accounting**

**Concepts of Accounting**

**Double Entry System of Accounting**

**Rules of Debit and Credit**

**Recording of Business Transactions**

**Trail Balance**

**Financial Statements**

- Trading & Profit & Loss Account
- Balance Sheet

**Computerized Accounting**

**Features of Tally Prime**

**Downloading and Installation of Tally Prime**

**Getting Started with Tally Prime**

**After Company Details**

**Chart of Accounts**

- Creation of Leader
- Creation of Group

**Creation of Masters in Tally Prime**

**Inventory Masters**

- Creation of Stock Group
- Creation of Stock Category
- Creation of Unit of Measure
- Creation of Stock Item
- Creation of Godown

**Recording Accounting Vouchers in Tally Prime**

**Banking Payments**

**Cheque Printing**

**Deposit Slip**

**Payment Advice**

**Manual & Auto Bank Reconciliation**

**Final Accounts Reports in Tally**

- Trail Balance
- Profit and Loss Account
- Balance Sheet
- Cash Flow & Fund Flow

**MIS Reports in Tally**

- Stock Summary Analysis
- Stock Summary Item-wise Profitability Analysis

**Scenario Management**

**Reversing Journal**

**Creation of Security Levels (User Roles)**

**Tracking of Movements of Goods in Batches/Lots**

**Batches Reports**

**Bill of Material**

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**Price Levels and Price Lists**

**Point of Sale**

**Accounts Payable and Receivable**

**Maintain Bill-wise Entry**

**Specifying of Credit Limit for Parties**

**Bills Payable and Receivable Reports in Tally Prime**

**Purchase Order Processing**

**Sales Order Processing**

**Order Outstanding**

**Reorder Level**

**Godown Transfer in Tally Prime**

**Cost Centre and Cost Categories**

**Creation of Budget**

**Inventory Reports**

**Financial Reports**

**Printing of Invoice and Reports**

**Introduction to GST**

**GST Registration**

- Managing HSN CODE/SAC
- GST Rate Structure
- Supply of Goods and Services
- Place of Supply
- Value of Supply
- Transportation of Goods without Issue of an Invoice
- Input tax Credit

**E-Way Bill**

**GST e-Invoicing**

**GST-in Tally Prime**

**Hierarchy of Calculating Tax in Transactions**

- Defining GST Rates at Company/Stock/Group/Item/Ledger/Transaction Level

**Recording GST compliant transaction**

**E-Way Bill Report in Tally**

**Input Tax Credit Set Off against Liability**

**GST Tax Payment**

**Generation & Filing of GST Returns**

- Generating the JSON file from Tally and uploading the same in the GST portal

**Generating e-Invoice in Tally Prime**

- Update Details in Tally Prime and Print QR Code

**Composition Dealer under GST Regime**

**Annual GST Return in Tally Prime**

**TDS in Tally Prime**

**TDS Statutory Masters**

**Configuration of TDS at Different levels**

- Configuration of TDS at Group level
- Configuration of TDS at Ledger level

**TDS Exceptions**

**TDS Payment to Department**

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## TDS Report

## TCS in Tally Prime

## Exporting of data in available formats

### Export and Import of Data

- Export and Import of Masters from one company to another in XML format
- Export and Import Transactions from one company to another in XML format
- Exporting Reports to MS Excel
- Exporting Reports to PDF

## Printing of Company Logo on Vouchers Invoice & Reports

## Changing Current Period and continue voucher entry in the same company

## Company data handling through Export and Import of data

## Spilt Company Data

## Creating Group Company Data

## Busy Software Course Content



### Basic of Accounting

- Types of accounting
- Accounting terminologies
- Journal
- Ledgers
- Trial balance
- Financial statements

### Introduction to Busy

- Creation and customization of Company, Masters and Accounting Masters
- Ledger
- Charts of Accounts
- Inventory Management
- Banking
- Cheque Printing

### Voucher

- Types of vouchers
- Contra
- Payment
- Receipt
- Journal
- Sale
- Purchase
- Debit note
- Credit note

### Cost Category and Cost Centre

- Single cost centre
- Multiple cost centre
- Altering multiple cost centre

### Inventory Control

- Stock group
- Stock category
- Stock item
- Units
- Godown
- Multiple locations
- Stock summary

## Order Processing

- Purchase order
- Receipt note
- Rejection outwards
- Sales order
- Delivery note
- Rejection inwards

## Target & Royalty Calculation

## Bar Code Setup

## Multi-Currency

## Bill of Material

## Batch Wise Details

## Credit Limit, Additional Vouchers

## Budget and Export

- Multiple budgets for different period
- Budget variance
- Export of various reports in different formats

## Payroll

## Financial Reports

- Account books
- Statements of account
- Bank reconciliation
- Cheque book maintenance
- MIS Reporting

## Goods and Services Tax

- Introduction and history of GST
- Various slabs of GST
- HSN codes
- SAC codes
- Types of GST returns
  - GSTR 1
  - GSTR 2
  - GSTR 3B
- Difference between Tax invoice and Bill of Supply
- Multiple rates products in single invoice
- Multiple rates products with service in single invoice

## TDS and TCS

- Return 24Q, 26Q, 27Q & 27EQ



## Taxation & Company Registration Course Content



### Income Tax

- Introduction of Income Tax (Direct and Indirect Taxes, Basic Terms TDS & TCS of Taxes, Tax Calculation as Per Slab Rate)
- Income from Salary (Introduction of Salary, Allowances),
- Profit in Lieu of Salary, Retirement Benefits.
- Income from House Property (Calculation of Gav, Standard
- Deduction, Interest on Borrowed Capital)
- Income from Capital Gain (Introduction of Chapter, STT, CII, Short- and Long-Term Assets) Exemptions of Capital gain and agricultural income
- Income from PGBP (Business, Profession, Sec 28 To 32, Admissible and Inadmissible Expense)
- Presumptive income and company return
- Income from Other Sources (Casual Income, Gifted Income, Saving Bank Interest etc.)
- Computation of ITR-01 To 07

### TDS & TCS

- TDS Introduction, Return Flow and Tan Application and Pan Application.
- TCS, payment to salary and payment to other than salary.
- Salary with Payroll, Allowances, Perquisites.
- Deduction chapter VI- A, Introduction of EPFO and ESIC, Interest
- and penalty, issue form 16 and 16A, TRACES
- Return Filling of 24Q, 26Q
- Return Filling of 27Q, 27EQ
- Return Filling of 27Q, 27EQ

### GST Goods and Services Tax

- Introduction of GST and Taxpayers, Type of GST
- Registration in GST, Scope of Supply
- Place and Time of Supply, Invoice in GST, Input Tax Credit
- Payment in GST, Return Filling and Process
- GSTR-01, GSTR-02 and GSTR-3B.
- GSTR-4 GSRT-9, 9A
- E-Invoicing & E-Way Bill
- GST Portal Overview & Project.