

## Diploma in E-Accounting Duration - 12 Months

E-Accounting is an Electronic Financial accounting course based on software program that are stored on a company's system, network server or remotely accessed via the internet. It's a four months duration course with a motive to train students on computer E-Accounting and make them job ready.

### 1. MOS- Microsoft Office

#### Microsoft Word -Overview of All Parts and Advance

##### Formatting

- Paragraph Formatting, Decorative
- Formatting, Border and Shading
- Style and Editing Feature, Table and Macro
- Header and Footer, symbol and text
- Formatting and Tabs Setting
- illustration and Links, Editing (find and replace, Go To)
- Page Setup and Page Background
- Table Of Contents, End notes and Footnotes-
- Comment, Track Change, Protection and
- View Letter Mailing, Envelop making

#### Microsoft Excel

- Introduction, Alignment, Number
- Formatting Cell Reference, Paste Special
- Transpose, Mixed Cell Reference
- Naming Cell Range, Conditional Formatting
- Goal Seek, Scenario, Solver, Subtotal
- Consolidate, View, Header and Footer
- Printing Setting, Save Workspace, Macro
- Group and Outline, Custom List text function
- MIS with Pivot Table Math Functions
- Lookup and Reference Functions
- Financial Function, Loan Amortization
- Sheet

- **Microsoft PowerPoint**
- Introduction, Slide Design, Animation
- Sound and videos Add in slide show
- Slide rehearse timings
- Add Narration during slide show
- Broadcasting slide show
- Control slide with the help of Action function

## 2. Advanced business accounting

<p>Introduction and need of accounting</p> <ul style="list-style-type: none"> <li>● Terminology of accounts</li> <li>● Golden rules</li> <li>● Journal entries</li> <li>● Ledger</li> <li>● Trial balance</li> <li>● Final account without adjustment</li> <li>● Final account with adjustment</li> <li>● Rectification of error</li> <li>● Depreciation</li> <li>● Bank reconciliation statement</li> </ul>	<ul style="list-style-type: none"> <li>● Stock valuation</li> <li>● Ratio analysis</li> <li>● Cash flow statement</li> <li>● Company account and schedule VI</li> <li>● Report and provision</li> <li>● Introduction of banking</li> <li>● Banking instrument</li> <li>● Technological development</li> <li>● Loan and document</li> </ul>
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## 3. Tally Prime ACCOUNTING & INVENTORY (+ Project)

Part –1	Part –2	Part –3
<ul style="list-style-type: none"> <li>● Basic of accounting</li> <li>● Fundamental of Tally Prime</li> <li>● Create accounting masters in Tally Prime</li> <li>● Accounting vouchers</li> <li>● Financial statement and accounting books &amp; reports</li> </ul>	<ul style="list-style-type: none"> <li>● Inventory voucher</li> <li>● Godeven</li> <li>● Maintain stock Item Transaction</li> <li>● Purchase Order</li> <li>● Sales Order</li> <li>● Actual and Billed Quantity</li> <li>● Multiple Price Level for Different Purpose.</li> <li>● Job Costing</li> </ul>	<ul style="list-style-type: none"> <li>● Bills of Material, Stock Journal</li> <li>● Active Interest Calculation</li> <li>● Post Dated Voucher</li> <li>● Scenario</li> <li>● Currency</li> <li>● Export/Import Master</li> <li>● Recording a Journal Voucher for TDS adjustments</li> <li>● Challan Reconciliation</li> </ul>

### ⇒ Exit Job Profile!

Tally Prime Professional, Purchase Executive / Purchase Manager, Sales Executive / Head Sales, Stores In charge / Materials Manager, Payroll Executive / HR Expert, Accounts Executive /Accountant

### ⇒ Learning Outcomes

Learn to control high performance business management, Learn to respond on queries by locating right transaction quickly, Able to utilize all effective resources of a company in a limit time period

## 4. Taxation

### Goods & Services Tax (GST)

- How Indirect Tax Impacted by GST and benefits of GST
- Setting up GST Rates
- Meaning of some key terms HSN CODE, CIN and GSTR 1 and 2
- Updating party GSTIN and payment voucher for penalty late fee and interest
- Modifying accounting GST entries
- Purchase under GST
- Local sale of Goods and Services
- Reverse Charges under supply
- Interstate supply of goods and service
- Record the raise the tax liability under sale
- Sales under GST
- Purchase of Goods and services
- Purchase from unregistered dealer
- Reverse charge under purchase
- Interstate purchase of goods and services
- Record the tax liability under purchase
- Advance payment to an unregistered dealer for future purchase
- Input Tax Credit, eligibility and time limit
- Documentation for GST registration

### Income Tax

- The Income-tax Act, 1961
- Meaning of Income Categories of Years (A.Y, P.Y.)
- Residential Status- individual, its significance and criteria
- Accounting entry, heads of income, slabs of income tax
- Computation of Salary, HRA
- Interest on Borrowed Capital
- Income from Capital Gains, business or profession, types and Exemptions
- Computation of Income from other Source
- Computations of total Income
- Features of PAN Car and Key checks for genuineness of PAN Card
- Income Tax Returns, Challan, Utility file downloading and data filling
- E-Filing of Income Tax and Process
- Exemption under section 10 of Income Tax Act
- Tax Deducted at Source (TDS)
- Due Date of Filing of TDS Return and Issue of TDS Certificates
- Steps for generating TDS details from Tally
- Filing of TDS Return

## 5. Tally Prime Taxation & Payroll Management

- Upgrading to Tally Prime Release
- Start Using Tally Prime for GST Compliance
- Activating GST for Your Company
- Setting Up GST Rates
- Updating Stock Items and Stock Groups for GST Compliance
- Updating a Service Ledger for GST Compliance
- Updating Sales and Purchase Ledgers for GST Compliance
- Updating Party GSTIN.
- Creating GST Ledgers
- Creating Income and Expense Ledgers
- Recording Sales and Printing Invoices
- Recording Purchase
- Recording a Tax Payment
- Transferring Tax Credits of VAT, excise & service tax to GST

- Sales– Nil Rated, Exempt, SEZ ,& Deemed ExportRecording
- Sales Returns
- Recording Purchase Returns
- Recording Export Sales
- Reverse Charge under GST
- Reverse an Advance Receipt from Customer
- Recording an Advance Payment to Supplier
- Payroll

## 6. Personality Development Sessions

- Effective Communication Skills
- Interpersonal Skills & Work Ethics
- Presentation Skills
- Team Skills
- Team Skills, Proactive Planning
- Basic Writing Skills , Resume
- Email & E-Communication
- Group Discussion ,Activities

### ⇒ Exit Job Profile

- ◆ MIS Executive, Data Entry Operator, Tally Prime Professional, Purchase Executive / Purchase Manager, Sales Executive / Head Sales, Stores In charge / Materials Manager, Payroll Executive / HR Expert, Accounts Executive /Accountant

### ⇒ Learning Outcomes

Demonstration correct keyboard fingering and achieves. typing speed goal with accuracy. ,Get Knowledge of organizing and displaying large amount and complex data ,Preparation of MIS report, Learn to control high performance business management , Learn to respond on queries by locating right transaction quickly, Able to utilize all effective resources of a company in a limit time period

**Counselor Name .....** **Phn-.....**

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