



## The Institute of Professional Accountants (Govt. Regd.)

E-54, Main Vikas Marg, Laxmi Nagar, Delhi-110092

Tel. 011-22041221, 9213855555, Website: [www.tipa.in](http://www.tipa.in)

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### Diploma in E- Accounting, Finance, Banking, E- Taxation Payroll (Duration 18 Months)

#### Topics:-

#### 1) Basic Computer Course

- Knowledge of Basic compute
- Windows Operating system
- MS Word 2010 Training
- MS Excel Training
- MS Power point Training Internet Training
- Email internet

#### 2) Manual Financial Accounting

- Voucher Preparation Daybook writing  
Cash book Preparation Ledger writing  
Journal Register
- Stock Register , Purchase Register  
Preparation, Sales Register Preparation  
Invoice Preparation
- Purchase order , Sales Order ,  
Quotation preparation Fixed Asset  
Register Preparation
- Preparation of Trading and Profit &  
Loss
- Preparation Account Balance Sheet  
preparation Rectification Entries  
Depreciation Entries
- Preparation of Bank reconciliation
- Cheque Preparation and Deposit slips
- Balance Sheet Review/ analysis

#### 3) Computerized Accounting Software

- Tally ERP Accounting software
- Busy Software

#### 4) Income Tax

- Introduction to Income Tax,
- Residential Status of an assessee,
- Various Heads of Income including  
Salary, Income under the head House  
Property, Profit & Gains from Business  
and Profession, Income from Capital  
Gains & other Sources,
- Income Tax, Set off and carry forward of  
losses,
- Return Filing under Income Tax, Filing  
online Application for PAN,
- E-Filing of Income Tax return,
- Introduction to Income Tax portal and  
credit statements
- Concept of TDS,
- Computation and Payment of TDS,  
Generating TDS Challans and Filing of  
TDS Returns.
- Income Tax computation
- Training Students how to file Income  
Tax Return Training Students how to file  
E TDS return online
- Permanent Account No
- application and its procedure
- E TDS Return filing Practical Training
- E TDS software like **Taxmann** Income  
Tax return filing techniques
- How to compute Income Tax on Salary  
Income.
- How to prepare Form 16 online and  
manual How to fill up Form 49A , 49B
- Preparation of Challan 281 and 280  
manual and computerized both



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- Income Tax Assessment procedure and handling Income Tax cases
- Income Tax notice and Scrutiny Cases under section 143
- Form 3CD Tax Audit procedure and laws practical training

### 5) Provident fund /labour laws

- How to file for Provident Fund registration and ESI Registration
- How to file Provident Fund Challan cum return, ESI Challan
- How to file various Provident fund related registers Provident Fund Returns and various labour law formalities
- **Visual Pay Payroll Software**
- How to file various forms of ESI for claims Provident Fund scrutiny cases

### 6) ROC "Registrar of Companies

- How to create a new Company Registration process and formalities
- How to register company in India Formation of Company Statutory Record
- Recording of Board Meeting Resolutions and Minutes preparation
- How to file Registrar of Companies Annual Return with MCA software
- Drafting Techniques of Memorandum of Association & Articles of Association.
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### 7) Auditing

- Types of Audit
- Statutory Audit , Internal Audit, Cost Audit How to prepare Audit Reports of Companies Tax Audit and its impact
- How to Draft Tax Audit Report Introduction to Cost Audit
- How to prepare Audit report under Companies Act.

### 8) Live Industrial Projects

- Live projects on Accounts , Live projects on Income Tax Live projects on GST

### 9) E - Commerce, Banking

- Internet Banking
- E commerce website and its functions Online Payment of Taxes
- Online Payment Procedures Concept of Payment Gateways
- How to obtain ?Payment Gateways? from Banks How to take permission from
- CC Avenue/ Payu Money/ Bhim
- Concept of Cheque and its implications How to receive Money online Introduction to Indian Banking System Functions of Reserve Bank of India Different Types of Accounts, NEFT, RTGS
- How to open and operate Savings Accounts
- Current Account Over Draft Account



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- Cash Credit Accounts
- Procedure for Long Term Loans CMA Data
- How to avail long Term loans
- Procedure for evaluating Working Capital Loans Application and formality of working capital loans Procedure for housing loans Educational Loans
- Application to loan approval for SME (Small and medium Enterprises)
- Day to day operations of Indian Banks Difference between Private and Public Sector Banks

### 10) Capital Market & share trading.

- Concept of Share Trading, Demat Account
- Portfolio Management Service and Share Investment Techniques Online Portfolio Management through Bombay Stock Exchange software [www.bseindia.com](http://www.bseindia.com) Share market back end operations and software

### 11) Office Management /(MIS)

- Training on Computerized Typing software
- Letter writing skills and office correspondence course cum Training
- Day to day business correspondence and office administration skills

### 12) Advance MS Excel

- Introduction and Basic Overview Working with Workbook and Worksheets Formatting Cells
- Customized formatting of Cells
- Cell References (Absolute, Relative & Mixed) Shortcut Keys
- Other Features (Paste Special and finding and replacing data etc.)
- Text Formulas (CONCATENATE, UPPER, LOWER, PROPER, DATE, MOD, MODE, TODAY, NOW) Inserting Comments
- Use of Go to Feature
- Use of ? to Join data in different cells Logical formula (IF function and its use) Conditional Formatting and its Use in different scenarios
- Logical Complex Formulas (IF, OR, AND & IFERROR) Use of Nested IF formula with examples
- Other Text Formulas (TEXT, CLEAN, TRIM, Len, T, COUNT, COUNTA, COUNTBLANK, COUNTIF, SUBTOTAL)
- Defining Cell Range & Name Manager
- Applying Auto filter Use of Advanced Filter
- Displaying Unique Record by using Advanced Filter Freezing and Unfreezing Panes
- Linking of Worksheets & Workbooks
- Open websites, existing files etc by Inserting Hyperlink More useful formulas (RIGHT, LEFT, LEN, FIND, SUMIF & SUMPRODUCT) Formatting
- Financial Formulas (PMT, PV, DISC, DB, IRR, NPV etc.) Text to Column to fetch data
- Lookup & Reference cell Formulas (CELL, ADDRESS, ROW, COLUMN,



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- LOOKUP, VLOOKUP, HLOOKUP, MATCH, OFFSET,
- SUMPRODUCT,

### 13) SAP FICO

- Create Company and company code
- Alter company
- Credit control Area
- Function Area
- Profit Center
- Fiscal year and Fiscal year variant
- Posting period and Variant
- Tolerance group
- Chart of A/c
- A/c Group
- G/L A/c creation
- Field status Group
- Blocking A/C
- Document Types
- Number Range

### 14) GST (Goods & Service Tax)

#### What is GST :-

- Goods and Service Tax indirect Tax for the whole India
- Overview of Goods & Service Tax,
- Registration under GST (Regular and Composition),
- Meaning & Scope of Supply
- Time of Supply
- Value of Supply
- Tax Rate structure
- Invoicing under GST regime,
- Input Credit Mechanism Return under GST (GSTR1,GSTR2,GSTR3 and so on),
- Payment of Taxes,
- Consequences of non –compliance and Compliance Rating,
- Transition to GST, E-commerce and ISD, Audit and Appeals in GST,GSTN and GSP.

#### Benefits:-

- Easy Compliance
- Uniformity of Tax Rates
- Improved Competitiveness
- Gain to Manufacturers and Exporters
- Simple & Easy Administration
- Better Control over System

#### GST Administration:-

- Both Central and State will control GST, Center will collect (CGST) and State will collect (SGST) for interstate goods movement Center will collect (IGST)
- GST Registration Process:- Tax payers will register with ID - GSTIN registration number based on PAN number

#### GST Payment:-

- Electronic payment process, through net banking, RTGS/ NEFT/ Debit Card/

#### GST Returns:-

- GSTR-1
- GSTR-2
- GSTR-3
- GSTR-4

### 15) Personality Development/ English Speaking

- Time Management Techniques
- Interview Techniques
- Self Introduction
- Resume Bio-Data Preparation
- English Speaking skills
- Business English skills
- Business Communication Skills Vocabulary