



The Institute of Professional Accountants (Govt. Regd.)

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

Tel. 011-22041221, 9213855555, Website: www.tipa.in

Diploma in E- Accounting, Finance, Banking, E- Taxation Payroll & SAP (Duration 15 Months)

Topics:-

1) Manual Financial Accounting

- ❖ Voucher Preparation
- ❖ Daybook writing
- ❖ Cash book Preparation
- ❖ Ledger writing
- ❖ Journal Register
- ❖ Stock Register
- ❖ Purchase Register
- ❖ Sales Register Cheque Preparation
- ❖ Preparation of Bank reconciliation
- ❖ Trading and Profit & Loss
- ❖ Balance Sheet
- ❖ Rectification Entries
- ❖ Depreciation Entries
- ❖ Balance Sheet Finalisation

2) Basic Computer Course

- ❖ Basic compute
- ❖ Windows Operating system
- ❖ MS Word
- ❖ MS Excel
- ❖ MS Power point
- ❖ Internet, Email

3) Tally Prime Accounting Software

4) BUSY Accounting Software

5) Live Projects (Industrial)

6) Income Tax

- ❖ Introduction to Income Tax,
- ❖ Residential Status
- ❖ Income Tax computation
- ❖ 5 Heads of Income

- ❖ Income Tax Return 1, 2, 3, 4
- ❖ Tax Deposit
- ❖ Introduction to Income Tax portal and credit statements
- ❖ Concept of TDS,
- ❖ Computation of TDS,
- ❖ Generating TDS Challans
- ❖ TDS Returns Filing Techniques
- ❖ TDS Certificates Form 16
- ❖ Challan 281 and 280
- ❖ Form 26 AS
- ❖ Tax Audit – Form 3CD
- ❖ Assessment Procedure u/s 143



The Institute of Professional Accountants (Govt. Regd.)

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

Tel. 011-22041221, 9213855555, Website: www.tipa.in

7) Goods & Service Act (GST)

- ❖ What is GST
- ❖ Registration (Regular/Composition)
- ❖ CGST, SGST, Meaning & Scope of Supply
- ❖ Time of Supply
- ❖ Value of Supply
- ❖ Tax Rate structure
- ❖ Input Credit, Reverse Charge
- ❖ E Invoice
- ❖ GST Payment/ Challan
- ❖ Invoicing under GST regime,
- ❖ Payment of Taxes

❖ **GST Returns:-**

- GSTR-1
- GSTR-3B
- GSTR-4
- GSTR-5
- GSTR-6
- GSTR-7

8) Provident fund /labour laws

- ❖ PF Registration
- ❖ ESI Registration
- ❖ Provident Fund Challan
- ❖ ESI Challan
- ❖ Provident fund registers
- ❖ Provident Fund Returns
- ❖ Zoho Payroll Software
- ❖ ESI for claims Provident Fund scrutiny cases

9) Banking

- ❖ Internet Banking
- ❖ E commerce website and its functions
- ❖ Online Payment of Taxes
- ❖ Online Payment Procedures
- ❖ Concept of Payment Gateways
- ❖ 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

10) Auditing

- ❖ Statutory Audit
- ❖ Internal Audit
- ❖ Tax Audit
- ❖ Cost Audit How to prepare Audit
- ❖ How to prepare Audit report under Companies Act.



The Institute of Professional Accountants (Govt. Regd.)

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

Tel. 011-22041221, 9213855555, Website: www.tipa.in

11) Advance MS Excel

- ❖ Formulas
(CONCATENATE,
UPPER, LOWER,
- ❖ PROPER,
- ❖ DATE, MOD, MODE, TODAY,
NOW)
- ❖ Use of Go to Feature
- ❖ Use of ? to Join data
- ❖ Logical formula (IF function and
its use)
- ❖ Conditional Formatting
- ❖ Logical Complex Formulas
(IF, OR, AND & IFERROR)
- ❖ (TEXT, CLEAN,
- ❖ TRIM, , COUNT,
COUNTBLANK, COUNTIF,
(RIGHT, LEFT, LEN, FIND,
- ❖ COLUMN,LOOKUP, VLOOKUP,
HLOOKUP,
- ❖ SUMPRODUCT SUMIF &
SUMPRODUCT) Financial
Formulas
- ❖ Formulas (CELL,
ADDRESS, ROW,
- ❖ SUBTOTAL)
- ❖ (PMT, PV, DISC, DB,
IRR, NPV)

12) 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