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 (Duration 18 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
- From 26 AS
- Tax Audit – Form 3CD
- Assessment Procedure u/s 143

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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.

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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

13) Personality Development/ English

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

14) Capital Market & share trading.

- Concept of Share Trading,
- Demat Account
- Technical Indicators
  - RSI
  - MACD
  - SMA
- Portfolio Management Service
- Share Investment Techniques
- Trading on Broking Platform