



# IIASM CONSULTANTS

TRAINING | DEVELOPMENT | CONSULTANCY

U- 70, SHAKARPUR, ABOVE ICICI BANK ATM, NEAR LAXMI NAGAR METRO STATION GATE NO-2  
M- +9212189653 | +8826501596, WEBSITE : [www.iiasmconsultants.com](http://www.iiasmconsultants.com) Email: [info@iiasmconsultants.com](mailto:info@iiasmconsultants.com)

## Advanced Diploma in Accounting, Finance, Banking, Taxation, Payroll & MIS Reporting

### Course Outlined in Brief:

<b>Module 1</b>	Basic Computer Course	<b>Module 8</b>	Central Excise (Online E-filing)
<b>Module 2</b>	Financial Accounting Statements in Tally ERP9	<b>Module 9</b>	Import & Export Procedure
<b>Module 3</b>	Computer Based Accounting Software	<b>Module 10</b>	Procedure of ROC
<b>Module 4</b>	E-commerce, Banking & Finance	<b>Module 11</b>	Auditing
<b>Module 5</b>	E-filing of Income Tax & TDS Returns	<b>Module 12</b>	Payroll Computation
<b>Module 6</b>	VAT & Sales Tax (Online E-filing)	<b>Module 13</b>	MIS Reporting
<b>Module 7</b>	Service Tax (Online E-filing)	<b>Module 14</b>	Personality Development

#### 1. Basic Computer Course

- Knowledge of Computer Fundamentals
- Microsoft Office 2010 & 2013 Training
- Internet Training
- Email through Outlook Connectivity

#### 2. Financial Accounting Statements in Tally ERP 9

- Voucher Preparation
- Daybook writing
- Cash book Preparation
- Ledger writing
- Journal Register
- Stock Register update
- Purchase Register Preparation
- Sales Register Preparation
- Invoice Preparation
- Purchase order and Sales Order preparation
- Quotation preparation
- Fixed Asset Register Preparation
- Trading and Profit & Loss Account
- Feeding of Contra Entries
- Rectification Entries
- Depreciation Entries
- Bank reconciliation Statement
- Cheque Preparation and Deposit slips
- Passing Routine and Book Closure Entries in Tally ERP 9
- Preparation of BRS Statement in Tally ERP 9
- Preparation of P & L Sheet as per Revised Schedule VI
- Vat Related transaction for input & output VAT
- VAT Reports generation & final Submission to department
- Export of data as such trial balance, balance sheet and profit & loss account
- Understanding Diff Modules like Inventory, Accounts, Statutory, Payroll & Fixed Assets.
- Bill & Invoice generation by the system.

#### 3. Computer Based Accounting Software

- Tally ERP 9 Practical Training
- Quickbook or Busy Practical Training

#### 4. E-Commerce ,Banking & Finance

##### a) 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?
- Concept of E Cheque and its implications
- How to receive Money online
- Introduction to Indian Banking System
- Functions of Reserve Bank of India
- Different Types of Accounts
- How to open and operate
- Savings Account
- Current Account
- Over Draft Account
- Cash Credit Accounts

##### b) Finance

- Procedure for Long Term Loans
- CMA Data
- Documentation in Finance for
  - I. CC Limit/OD Limit
  - II. Term Loan
  - III. Business Loan
  - IV. Home Loan
  - V. Personal Loan
- How to avail long Term loans
- Procedure for LC(Letter of Credit)
- Function of Bank Guarantee (Uses & Format)
- Types of Cheques

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### 5. E-Filing of Income Tax & TDS Returns

- Introduction to Income Tax
- Brief about various sources of income
- Introduction of 'e' Filing of Income Tax Returns
  - Generation of IT Form ITR 01(SAHAJ)
  - ITR 02
  - ITR 03
  - ITR 04
  - ITR 4S (SUGAM)
  - ITR 05
  - ITR06
- How to view Tax Credit through 26AS
- How To Register PAN, TAN, TIN and DIN online or manual
- How to prepare electronic Return through Web-e-TAX Software - A Practical demonstration
- How to Pay Tax online through Net Banking
  - How to Generate challans online or manual
- Preparation of TDS Return quarterly
- How to maintain Form 24Q, 26Q, 27Q, 27EQ & 27A online or manually
- How to deposit tax online for challan 280 and 281
- How to issue salary certificates form 16, 12BA and in other forms 16A & 27D
- How to generate FVU file to upload Returns in TDS department
- How to upload 15CA form in case of Non-resident payment
- Form 24G for Government Deductor
- How to issue form 15G/H for lower deduction cases

### 6. VAT & Sales Tax (Online E-filing)

- Introduction to VAT
- Sales Tax/VAT Flow Chart
- Entities Liable to get registered
- VAT rates and methods of computation of VAT
- Process to learn E-Filing of Quarterly VAT & CST Returns
- How to file Annual Returns of VAT & CST
- Various Forms like TDS certificate & TDS Return, DVAT 30 & 31, DVAT 51 and 55, DVAT 48 with 43

### 7. Service Tax (Online E-filing)

- Introduction of Service Tax
- Learn Service Tax Registration Process Practically
- Get knowledge of Service Tax Forms : ST1, ST2 & ST3
- Practical exposure to ACES
- How to file Return electronically
- Generation of GAR-7 challan (e-payment of Service Tax)
- Report for Cenvat credit
- Calculation of interest on delayed payments

### 8. Central Excise

- How to Register Under Central Excise in INDIA
- How to Calculate Excise Liability
- What is PLA Register and RG 23 registers and accounting entries
- What is basic excise duty and special excise duty
- How to calculate cenvat and claim it in returns
- How to fill Excise Challans
- Quarterly returns of Excise
- PLA and RG 23 implications
- How to fill Excise Forms Manually,
- How to handle Excise Assessment Procedures
- How to file Excise Appeals

### 9. Import & Export Procedure

#### 10. Procedure of ROC

- 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
- Ministry of corporate Affairs <http://www.mca.gov.in/> software.
- Drafting Techniques of Memorandum of Association & Articles of Association.
- Loan and Investment Companies, Inter Corporate Deposits formalities

#### 11. 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

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### 12. Payroll Computation

- 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
- How to file various forms of ESI for claims
- Provident Fund scrutiny cases

### 13. MIS Reporting

- Advanced Excel 2010 & 2013
- How to prepare Payroll Reports in Excel
- Learn to prepare daily and monthly MIS Reporting
- Learn to prepare Finance report in Excel

### 14. Personality Development

- Time management techniques
- Interview Techniques
- Self Introduction
- Resume- Bio-Data preparation
- English Speaking Skills
- Business English Skills
- Business communication Skills Vocabulary

#### Note :-

1. Classes will be provided as per student requirement.
2. Arrange Extra Doubt Classes as per student requirement after training.

#### Add On Benefits :-

- **Classes by Professional CA.**
- **Free Study Material ( Include Books, Software CD )**
- **Free All Classes Video Session**
- **Session as per your request**
- **Mock Interview Preparation**
- **Assignment after every module**
- **Certificate after completion of Training**
- **100% Job Oriented Training Programme**