



"Quality Education at Dream Cost"



FINANCIAL

COMPUTER ACCOUNTING



SARDAR PATEL[®]
ACADEMY & RESEARCH CENTRE
Ministry of IT, Govt of India & Ministry of M.H.R.D, Govt of India



E-Accounting/E-DAFA

Complete Financial Computer Accounting

10/12 Months



अब Accountant नहीं E-accountant बनें

Entering into the Computer World

- Introduction to Computer (Windows)
- Elements of Word Processing Documentation

• MS-Word

• MS-Powerpoint

• MS-Excel

- Data Entry & Formatting, Charts Creation, Validation, Sort, Filters
- Functions (SUM, AVERAGE, PRODUCT, MAX, MIN, SQRT, SUMIF, SUMPRODUCT, NESTED IF etc)
- Advance Functions (LOOKUPS, HLOOKUPS, VLOOKUPS, INDEX, MATCH, SUMIF, proper etc around 200 functions)
- If functions, What if analysis, Subtotals, Goal seek, Scenario, Data table,
- Pivot table and Pivot charts,
- Salary Sheet, invoice, Marksheet, Cricket Score Board, Budget etc
- Page Setup & Printing

• Computer Communication & Internet

Module 3: Database Management

- MS Access • Data Entry & Formatting
- Forms Creation • Query Creation
- Macro & Events Creations
- Report & Labels Creation
- Sort, Filter, Functions, Operators

Financial Accounting

- Accounting Definition & Advantages
- Terminology Journal Entries, Golden Rules of Accounting
- Trial Balance & Final Accounts (Trading A/C, Profit & Loss A/C)

Module 4 : Tally ERP

- Ledgers, Stock Details, Vouchers
- Payment, Receipt, Contra, Journal, Bill, Challan, Order
- Budget, Credit Limit, Cost Centers, Price Levels
- Backup & Restore, Security Controls
- Security Control, POS, Job Costing, BOM
- Taxations (GST, TDS, TCS, GST on Services)

Written Exam





Module 5 : Busy

- Ledgers, Stock Details, Vouchers
- Payment, Receipt, Contra, Journal, Bill, Challan, Order
- Budget, Credit Limit, Cost Centers, Price Levels
- Backup & Restore , Targets
- Security Control, POS, BOM
- Taxations (GST, TDS, TCS, GST on Services)

Module 6 :E-Accounting

1) INCOME TAX & E-Filing Module

- How To Register For PAN, TAN, TIN, and DIN No. online or manual.
- How To Calculate and Compute Income Tax & MAT Calculation.
- Computation of ITR forms 1,2,3,4/4s,5,6 Online & Manual Returns
- How to upload Returns of Income Tax in department automatically.
- How to Pay Tax online through [Net Banking]
- Preparation of Schedule VI B/S & P&L A/C.
- Procedure of Revised Returns.

2) TDS Module & E-Filing

- How to compute Returns in TDS.
- How to maintain Form 24Q, 26Q, 27Q,27EQ, & 27A online or manual
- Form 24G for Govt. Deductor.
- How to issue salary certificate form 16,12BA.In other form 16A & 27D

- How to generate FVU file to upload Returns in TDS Department .
- How to file Returns Quarterly, Half Yearly and Annually.
- How to issue Form 15G/H for lower deduction cases

3) GST Module & E-Filing

- Introduction of GST
- Impact of GST
- Type of GST– SGST, CGST, IGST, UTGST
- Registration of GST
- Compute Return in GSTR Forms
- Generation and Upload GSTR 1,2,3,4,5,6,7,8 & 9
- How to download GSTR 1A from GSTN.
- Process to Matched/Mismatch Invoice Report
- Process of Reconciliation of Mismatched Invoice Data
- How to Download Cash Ledger from GSTN
- Calculation of Net Tax Liability
- Online Payment of GST Challan

**Book
Assignment
for Practice**

**Online
Exam**

**Online
Login for
Study Material**





एक प्रोफेशनल कोर्स जो आपका
CAREER बना दे

E-DFCA

Advance Computer Accounting

7 Months

TALLY

MANUAL ACCOUNTING

- Intro
- Terminology
- Journal Book
- Golden Rules
- Final Account

MASTER CREATION

- Ledger creation
- Group Category
- Voucher Creation
- Stock Category
- Stock Group
- Stock Items
- Godown/Locations
- Employee Details

VOUCHERS

- Order Voucher
- Challan Voucher
- Bills Voucher
- Payment Voucher
- Receipt Voucher
- Stock Voucher
- Transfer Voucher

TAXES

- TDS, GST (CGST, SGST, IGST/ UTGST)
- Inter Sale/Purchase
- Intra Sale/Purchase
- Multiple GST
- Service Tax
- GST with RCM

EXTRA FEATURE

- Reconciliation
- Budget
- Multi-Currency
- Backup & Restore of Data
- Split Company
- Security Control
- Tally Vault
- Price Level
- Different Actual & Billed Qty
- Job Costing
- POS
- Scenario
- Credit Limit
- Interest Calculation
- Export & Import of Data
- Physical Stock

PAYROLL INFO

- Employees Info
- Attendance
- Incentives
- Overtime
- Payroll
- Salary Slip

BUSY

- Master Creation (Ledger)
- Inventory/Stock
- Transactions(Order, Challan, Bills Returns)
- Production & Unassembled
- Minimum Price Level
- Warning Alarms
- Data Freezing
- Commission on Brokerage
- Creating Different Users
- Change Financial Year
- Bank Reconciliation Statement
- Interest Calculation
- Depreciation
- Targets
- Budgets

Extra Features

- GST, TDS
- TCS, GST on Services
- POS

E-ACCOUNTING

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**Online
Exam**

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Login for
Study Material**



- Windows
- MS-Word
- MS-PowerPoint
- MS-Excel
- Internet
- MS-Access
- Manual Accounting
- Tally
- Busy

**TALLY****2 Months****MANUAL ACCOUNTING**

- Intro
- Terminology
- Journal Book
- Golden Rules
- Final Account

MASTER CREATION

- Ledger creation
- Group Category
- Voucher Creation
- Stock Category
- Stock Group
- Stock Items
- Godown/Locations
- Employee Details

VOUCHERS

- Order Voucher
- Challan Voucher
- Bills Voucher
- Payment Voucher
- Receipt Voucher
- Stock Voucher
- Transfer Voucher

TAXES

- TDS, GST (CGST, SGST, IGST, UTGST)
- Inter Sale/Purchase
- Intra Sale/Purchase
- Multiple GST
- Service Tax
- GST with RCM

EXTRA FEATURE

- Reconciliation
- Budget
- Multi-Currency
- Backup & Restore of Data
- Split Company
- Security Control
- Tally Vault
- Price Level
- Different Actual & Billed Qty
- Job Costing
- POS
- Scenario
- Credit Limit
- Interest Calculation
- Export & Import of Data
- Physical Stock

PAYROLL INFO

- Employees Info
- Attendance
- Incentives
- Overtime
- Payroll
- Salary Slip

BUSY**20 Days**

- Master Creation (Ledger)
- Inventory/Stock
- Transactions(Order, Challan, Bills Returns)
- Production & Unassembled
- Minimum Price Level
- Warning Alarms
- Data Freezing
- Commission on Brokerage
- Creating Different Users
- Change Financial Year
- Bank Reconciliation Statement
- Interest Calculation
- Depreciation
- Targets
- Budgets

Extra Features

- GST, TDS
- TCS, GST on Services
- POS



Pride Moments



JYOTI (CTT)
Company- Queen Mary's School,
Tis Hazari
Designation- Computer Teacher
Salary - 18,000/pm



GAURAV SAINI
Company- PFC Consulting Ltd.
(a subsidiary of Power Finance Corporation)
Designation - Associate Officer
Salary - 3.2L PA



PRIYANKA BANSAL
DAIT+ O Level
Company: Dress My Gadget
Salary - 10,000 (Accountant)



RAKESH
E-DFCA course
Company Mahindra & Mahindra Finance
Salary # 28,000
Finance Executive



ANJALI
DAIT+MBA
Company: Pamposh
Salary - 16,000 (HR Manager)



MANOJ (WD)
Nexgen Innovators IT Services Pvt. Ltd.,
Designation-Web Designer,
Salary - 15000/-pm



SANDEEP PAL ('O' Level & DAIT)
Post- System Administrator
Company - MLA Office in
Narela Vidhansabha



FAISAL
Self Employed
Garment Factory
Salary - 20,000



MONU LODHI
Post - Journalist
Company - Sahara Samay
Salary - 20,000



KOMAL CHAUHAN
Post- Accountant
Company - SMA Associates
Salary - 15,000



MOHD. KASHIF (DTP)
Company- NCERT, Designation- LDC
Salary - 12000/-pm

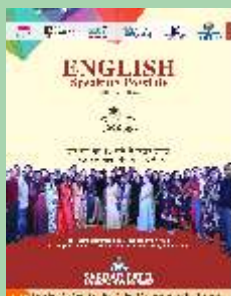


SHAWAAN
Post - Office Assistant
Company - Hotel Grand Venizia

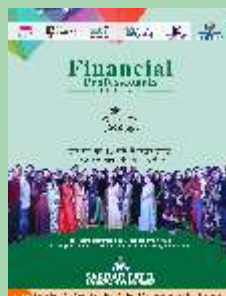
एक टीम का 16 वर्षों से निरंतर प्रयास: अच्छा और कम फीस में सिखाने का



Basic Computer



English Speaking



Computer Accounting



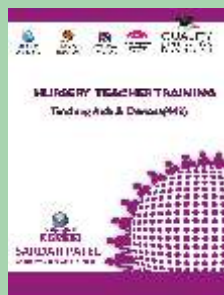
Advance Graphic Designing



Web Designing



'O' Level Book



Nursery Teacher Training



Primary Teacher Training



SARDAR PATEL ACADEMY & RESEARCH CENTRE[®]

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North Campus 2	Ring Road: 114-A, Ground Floor, Mall Road, Kingsway Camp, GTB Nagar, Delhi-9, Ph.: 93129-77129
North Campus 3	Outram Line: 1965, 2nd floor, Family Restaurant, (Near Apollo Pharmacy) Ph. 8010668877
Rani Bagh:	C-3425, Near Raja Park Red Light, Mahindra Park, (Near Kapil Body Temple) Ph. 4705-8305, 852795-7799
Shahdara:	1576, First Floor near Durga Bhawan, Naveen Shahdara. Ph. : 41814405
Shastri Nagar:	E-2/243, 1st Floor, Main Metro Road (Opp. Metro Pillar No. 168), Delhi-52 Ph. 96996-05261, 98187-53434
Yamuna Vihar:	B-2/37A, Yamuna Vihar, Delhi Ph. 92108-75124
Uttam Nagar:	A-22, 1st Floor, Gulab Bagh, Nr. Nawada Metro Station, Gate No. 3, Opposite Pillar No. 739, Uttam Nagar, Ph.: 9999-516466, 958232-5872
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