

CFA (Certified In Finance & Accounts)

1. Microsoft Office

Microsoft Word

- Find your way through long documents with the new Document Navigation pane and Search
- Adjust the spaces between lines or paragraphs
- Set the default font
- Create a document
- Save and reuse templates
- Add a heading
- Insert a Page Break
- Insert a picture or clip art
- Add or delete a table
- Add or remove headers, footers, and page numbers
- Create a table of contents
- Apply Themes to Word Documents
- Save a document in Word
- Save as PDF or XPS

Microsoft Excel

- Introduction
- Comfortable with Excel environment

- Cell & Sheet formatting
- Basic Formulas & Functions
- Working with Dummy data
- Sorting & Filtering
- Lists, Charts & Data validation
- Pivot & Security Microsoft

Power Point

- Create Your First PowerPoint Presentation
- Add Photos to PowerPoint
- Animations and Transitions
- Insert Video into a Presentation
- Charts and SmartArt in PowerPoint

Microsoft Outlook

- Get Familiar with the Outlook Calendar
- Organize Messages and Automatic Replies
- Electronic Business Cards, E-mail Signatures and Instant Search
- Organize with Templates and Views

2. Advanced Excel

1: Introduction

- Different File extensions
- All Keyboard shortcuts
- Data types and properties
- Create, delete and update new templates

2: Basics of Advanced Excel additional Formatting

- Define Name
- Paste special
- Conditional formatting
- Basic functions

3: Advanced formulas and linking

- Advanced formulas like Database, time, date, number, mathematical logical etc.
- Creating links
- Errors and error types

4: Sorting & Filtering

- Multilevel sorting
- Custom sorting
- Filtering

5: Goal Seek, Scenarios, Grouping and Subtotals

- Creating, using, and ,editing scenarios
- Concept of Goal seek and using it
- Grouping large data by different criteria
- Adding subtotals to grouped data

6: Lists, Charts & Data validation

- Creating menu and sub menus by using list
- Advanced & Dynamic chart properties
- Applying data validation and generating error message

7: Pivot & Data from other sources functions

- Report generation and extraction
- Applying logic and functions
- Generating charts my using extracted results
- Importing exporting data from other sources and extensions

8: Security & Macro Basics s of Macro and using it

- Cell protections
- Hiding Data and formulas
- Sheet protection
- Workbook protection and sharing
- Basics of Macro and using it
- Bit of automation by using macros

9: Practice Session 1

- Working with more than 1 lacs of entries in one sheet
- Extracting reports
- Data analysis

10: Doubt clearing session

- Overall revision 1

11: Practice Session 2

- Working with more than 2 lacs of entries in many sheets but linked
- Extracting reports
- Data analysis

12: Doubt clearing session

- Overall revision 2

3. VBA (Visual Basic for Application)

13: Introduction to VBA

- Analogy to understand the concept
- VBA in MS-Excel
- Macro Recordings
- Excel Object Model

14: Sub Functions & Data

- Types Sub Functions and Procedures
- Data types
- Variable Declaration
- Basic coding

15: Sub Functions & Data Types

- Working with objects and properties
- Using worksheet functions
- Handling multiple workbooks

16: Practical implementation

- Familiar with the explained properties
- Real time coding scenarios Small projects

17: Loops & Conditional statements

- IF, If Else, Else if, Select, etc
- For, while, etc

18: Array & Handling errors in Excel

VBA

- Declaring/assigning Arrays
- Error handling techniques

19: Form & Active X Controls

- Text Box, List, Checkbox, Radio button, combo-list, etc

20: Charts

- Linking charts
- Auto generating charts
- Changing chart types and properties

21: Pivots

- Auto generating Pivots
- Update existing Pivots
- Changing Pivot properties

22: Practical implementation

- Working with large number of transactions
- Processing raw data
- Generating reports

23: User Form Interface

- Taking inputs form users with validations
- Using form controls
- Managing database

24: Windows files & folders

- Getting list of windows files or folders
- Creating other extension files
- Renaming/deleting/updating other files

4. Direct Tax (INCOME TAX)

- Basic about direct tax
- Residential status
- Source of income
- Income from salary
- Income from house property
- Income from business & profession
- Income from Capital gain
- Income from other sources
- Tax deduction at source
- Computation of total income
- Total taxable income
- Carry forward & set off of losses

5. Indirect Tax (Goods & Service Tax)

1: Overview of GST Law

- Constitutional Provisions, Pre-GST regime, GST Council, CBIC, GST Portal.

2: Scope of Supply of Goods & Services

- Intra-State and Inter-State Supply
- Briefing on SGST, CGST, IGST, UTGST

- Exempted and Zero-Rated Supply
- Mixed and Composite Supply

3: Composition Scheme

- Composition Levy Scheme in GST – Features, Merits & Demerits
- Persons eligible to register under Composition Levy Scheme

4: GST Registration & Amendment Process

- Legal provisions applicable for GST Registration
- New Registration Process and Documentation Requirements
- GST Identification Number (GSTIN), GST Registration Certificate
- Process of Amendment of Core & Non-core fields for existing GST registration
- Cancellation, Surrender and Revocation of the GST Registration

5: Supply Concepts – an in-depth analysis

- Place, Time & Value of Supply of Goods & Services
- Tax Rates applicable & resources to find the tax rates applicable for the goods and services

6: Input Tax Credit (ITC) & its Utilization

- Input Tax Credit Mechanism in GST – explained with practical examples
- GST Input on Capital Goods
- Blocked Credit – Cases where ITC under GST cannot be availed
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- Reverse Charge Mechanism (RCM)

6. Portfolio Management

- Overview Portfolio Management
- Financial Planning its Scope & Need

under GST

- GST Set off rules – ITC utilization with examples

7: Tax Invoice/ Bill of Supply under GST

- Guide on the rules, format & contents of Tax Invoice, Bill of Supply, Credit Note, Debit Note
- Learning on preparation of GST Invoice (for regular tax payers)
- Preparation of Bill of Supply (for composition tax payers)

8: Filing of GST Returns

- Types of different GST returns and their formats
- Process of filing of GST returns
- Payment of GST (Modes of payment of Tax Liability through GST Challan)

9: Discussion on different aspects of GST

- E-Commerce Operator & Job Work
- Input Service Distributor (ISD)
- E-Way Bill and its process of generation
- Accounting of GST in the books of accounts
- Assessment & Audit Refunds – an overview

- Overview of Banking, Insurance, Mutual Fund and Share Market

7: Accounts Fundamental

- Introduction
- Accounting Principles, Concepts and Convention
- Double Entry System of Book Keeping
- Types of Accounts
- Golden Rules of Accounting
- Mode of Accounting
- Financial Statements
- Recording Transactions of Sample Data

8: Tally Prime

1. Fundamentals of Tally ERP 9

- Introduction - Getting Functional with Tally ERP 9
- Creation / Setting up of Company in Tally ERP 9
- Company Features Configurations

2. Creating Accounting Masters in Tally. ERP 9

- Chart of Accounts
- Groups
- Ledgers
- Walkthrough for creating Chart of Accounts
- Practice Exercises

3. Creating Inventory Masters in Tally. ERP 9

- Stock Group - Stock Categories
- Units of Measure
- Godowns
- Stock Items
- Voucher Types
- Walkthrough for creating Inventory Masters
- Practice Exercises

4. Voucher Entry in Tally. ERP 9

- Accounting Vouchers
- Walkthrough for recording Accounting Vouchers

- Inventory Vouchers
- Walkthrough for recording Inventory Vouchers
- Invoicing - Practice Exercises

5. Generating Basic Reports in Tally. ERP 9

- Financial Statements
- Accounting Books & Registers
- Inventory Books & Reports
- Exception Reports
- Practice Exercises

6. Technological Advantages of Tally. ERP 9

- Tally Vault - Security Controls
- Tally Audit - Backup and Restore
- Split Company Data
- Export and Import of Data
- Printing Reports

7. Advanced Accounting in Tally. ERP 9

- Bill-wise Details
- Cost Centres and Cost Categories
- Voucher Classes
- Cost Centre Class
- Multiple Currencies
- Interest Calculation
- Budgets & Controls
- Scenario Management
- Banking - Stock Summary

- Trial Balance
- Practice Exercises

8. Advanced Inventory in Tally ERP 9

- Order Processing
- Reorder Levels
- Tracking Numbers
- Batch-wise Details
- Additional Cost Details
- Bill of Material (BOM)
- Price Levels and Price Lists
- Stock Valuation
- Zero Valued Entries
- Inventory Ageing Analysis
- Different Actual and Bill Quantities

9. Goods and Service Tax (GST)

- Basic Concepts in GST
- Configuring GST in Tally.ERP 9
- Creating Masters
- Entering Transactions
- Accounting for Return of Goods
- Rate Difference in Purchase / Sales
- Accounting for Interest Transactions
- Exempt Transaction under GST
- Purchase from Unregistered Dealers
- Claiming ITC on Capital Goods
- Inter Sate Branch transfers
- GST Reports - Practice Exercises
- GST for Composite Dealers

10. Central Goods and Service Tax (CGST)

- Basic of Central (CGST)
- Enabling CGST in Tally. ERP 9
- Recording Interstate Transactions in Tally. ERP 9
- Payment of CGST

- CGST Reports
- Practice Exercises

11. State Goods and Service Tax (SGST)

- Configuring Tally. ERP 9 for SGST
- Creating Masters
- Recording Transactions
- Accounting for Advance Receipts
- Accounting for Opening SGST Credit
- Adjustment of Input Tax Credit
- Payment of Tax
- Tax Reports

12. Integrated Goods and Service Tax (IGST)

- Basic of Integrated (GST)
- Enabling IGST in Tally.ERP 9
- Recording Interstate Transactions in Tally.ERP 9
- Payment of IGST
- IGST Reports
- Practice Exercises

13. Tax Deducted at Source

- Basic concepts of TDS
- Configuring TDS in Tally.ERP 9
- Creation of Masters
- Recording Transactions
- TDS Reports

14. Tax Collected at Source

- Basic concepts of TCS
- Configuring TCS in Tally.ERP 9
- Creation of Masters
- Recording Transactions
- TCS Reports

8: PDP (Personality Development)

- Personality Development
- Spoken English
- Interview Tips



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