



Power of Simplicity



• **DIPLOMA IN COMPUTER E-ACCOUNTING PROFESSIONAL**

- Accounting is the back bone of every business. There was a time when a computerized accounting course was sufficient to get a job but now entire environment has become an "e" environment and therefore knowledge of "e" filing has become compulsory along with computerized accounting course. Taking E-Accounting courses may even open the doors for self-employment or a well-paid job.

**Course Contents:**

- **Computer Fundamentals, MS Office & Internet.**
- **Accounting Fundamentals:**
  - **Basic Accounting Principles**
  - **Journal Ledger**
  - **Trial Balance**
  - **Bank Reconciliation**
  - **Final Accounts**
- **Computerized Accounting in Tally & Busy**
  - **Practical Exposure of Account Finalization in Tally & Busy.**
- **Taxation:**
  - **Basic knowledge of TDS, VAT, Income Tax, Service Tax.**
- **Taxation in Tally:**

Laxmi Nagar  
H.O. : B-33 Vikas Marg Opp. Metro Pillar Number 43.  
Laxmi Nagar, Delhi- 110092  
Phones: 011-40570022, 9811631557

Noida  
Branch : C-54, 1st Floor, Sec-2, Noida-201301  
Phone : +911204102200 , 7982177001, 9354132228,

[mysrceducation@gmail.com](mailto:mysrceducation@gmail.com)  
[www.srceducation.in](http://www.srceducation.in)

- **VAT, TDS, Service Tax in tally**
- **Balance Sheet Finalization in Tally**
- **PayRoll**
- **MIS**
- **Project**
- **Income Tax & 'e' Filing of ITR'S, CST, VAT & E-Filing of Returns, TDS & E-Filing TDS Returns**
- **Service Tax & E-Filing of Service Tax Returns, Overview of Excise.**
- **Online Banking**
  - **Introduction of Banking**
  - **Online Bank Payment**
  - **Balance Transfer to one bank to another**
  - **Bill Payments**
  - **Stop Payments**
- **Introduction to GST**
  - **Concept of GST**
  - **Rate of GST**
  - **GST in other countries**
  - **Categories of GST**
  - **Other concepts.**
- **GST(GOODS & SERVICES TAX)**
  - **Start Using Tally.ERP9 For GST Compliance**
  - **Activating GST For Your Company**
  - **Setting Up GST Rates**
  - **Updating Stock Items and Stock Groups for GST Compliance**
  - **Updating a Service Ledger for GST Compliance**

- **Updating Sales and Purchase Ledgers for GST Compliance**
- **Updating Party GSTIN**
- **Creating GST Ledgers**
- **Creating Income and Expense Ledgers**
- **Recording Sales and Printing Invoices**
- **Recording Purchases**
- **Recording a Tax Payment**
- **Transferring Tax Credits of VAT, excise and service tax to GST**
- **Other Scenarios**
- **Sales - Nil Rated, Exempt, SEZ, and Deemed Export**
- **Recording Sales Returns**
- **Recording Purchase Returns**
- **Recording Export Sales**
- **Reverse Charge under GST**
- **Recording an Advance Receipt from Customer**
- **Recording an Advance Payment to Supplier**
- **Recording Journal Vouchers for**
- **Adjustments Against Tax Credit**
- **Recording a Journal Voucher for TDS Adjustment**
- **Recording a Journal Voucher for TCS Adjustment**
- **Recording a Journal Voucher for Refund of Tax Credit**
- **Recording a Journal Voucher for ISD Credit**
- **Recording a Journal Voucher for Transitional Credit**
- **Recording Journal Vouchers for Other Liabilities**
- **Recording Journal Vouchers for Reversal of Tax Credit**
- **GSTR-1**
- **Returns Summary**
- **Particulars (Computation Details)**
- **Summary of Exceptions**
- **Table-wise GSTR-1**
- **Status Reconciliation**
- **Exporting GSTR-1**

- **Challan Reconciliation**

#### **Soft Skills**

- **Personality Development**
- **Resume Building**

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