



# VIPA

**Visionary Institute of Professional Accountants**

## About The Course

VIPA provide a flexible program, providing a solid training and foundation in accounting and finance. This program is suitable for students with undergraduates, graduates, post graduates as well as working professionals those with upgrade knowledge in accounting and finance.

The professional course incorporate concepts and scenarios relevant and required by the businesses today.

Accounting Course + SAP FICO (Advance Diploma in Financial Accounting and Taxation) is the most popular course in India for aspiring accounting and finance professionals. In our course covers most of the topics and practical training modules.

This course is acknowledged as one of the best accounting courses to support you with a placement facility. After completing this financial accounting course, you can join multiple job roles in the field of accounting, finance, and taxation. In training equips candidates with Business Accounting, SAP FICO, Direct Tax, GST, TallyPrime, Business Accounting, Adv. Excel, MIS and much more.

**Advance Diploma in Financial Accounting & Taxation is a job-oriented course** help achieve a definite career path. These short-term course with high salaries emphasize developing skills and can extend countless job opportunities to learners if they are dedicated to upskilling.

Advance Diploma in Financial Accounting & Taxation  
Program Duration : 1 Year  
Program Fee : Rs. 80,000/-

## **Who Should Enroll for the Course?**

- Students
- Undergraduates
- Graduates
- Working Professionals
- Entrepreneur
- Business Man
- Freelancers

Professionals can also enroll for advance accounting course to upgrade themselves with trends/strategies.

## Advance Diploma in Financial Accounting & Taxation Program Highlights

- Expertise you in modern Book Keeping.
- Computerized Entry and Finalise Reports.
- E – Filling of GST with Automations of Periodical Filling.
- Certified SAP FICO course
- E- Filing of TDS / TCS and Generate Challan 281, online filling of monthly, quarterly and annual reports.
- E-Filling of Income Tax with the appropriate format of ITR1, ITR2, ITR3, ITR4, ITR5 and ITR6 (Computations and Verifications).
- Industrial live case studies by the industry experts
- Flexibility in batch days and time schedule
- Experienced and friendly trainers
- Consolidated learning with regular home assignments.
- Career guidance
- Lifetime support from faculties
- Small batch strength
- Get help to start business as accounting & income tax professional if required
- Certification from VIPA
- Get assistance in future when something new arrives in market
- Coverage of all practical as well as theory classes
- Good infrastructure and supportive management.

# COURSE CURRICULUM

## Module:1. Basic Financial Accounting

- Voucher Preparation, Daybook writing, Cash book preparation, Ledger writing, Journal Register
- Stock Register, Purchase Register Preparation, Sales Register, Preparation Invoice
- Purchase order, Sales order, Fixed Assets Register Preparation
- Preparation of Trading and Profit & Loss
- Preparation Balance Sheet
- Preparation of Bank Reconciliation

## Module: 2. Business Accounting

- Basics of Accounts
- Accounting Standard
- Types of Accounts
- Basics of Tally PRIME
- Creation / Setting up of Company in Tally PRIME
- Creating Accounting Masters in Tally PRIME
- Setting up Accounts Heads
- Group & Ledger Creation
- Voucher Entry
- Debit & Credit Note
- Creating Inventory Masters in Tally PRIME
- Stock Groups Godowns / Locations
- Unit of Measure Stock Items
- Advance Accounting in Tally PRIME
- Bill Wise Details
- Cost Centres and Cost Categories
- Invoice Entry using voucher categories
- Payment vouchers using voucher classes
- Stock Journal using vouchers classes
- Adjusting Forex Gain / Loss
- Bank Reconciliation
- Interest Calculation
- Creating a Group Budget
- Order Processing in Tally PRIME
- Sale / Purchase order processing
- Display Columnar orders & Stock Details
- Reorder Levels
- Tracking Numbers
- Bill of Materials
- Price Levels & Price Lists
- Stock Valuation
- Zero valued Entries

## Module: 3. Computerized Accounting Software

- Tally Prime
- Tally ERP 9

#### **Module: 4. GST Filing with Tally PRIME**

- What is Goods & Service Tax Act 2017
- Types of Taxes under GST
- How will GST work in Tally ERP Prime ?
- Introduction to GST Invoice
- Invoice format under GST Regime
- Introduction to Credit Note in GST
- Credit Note in GSTRIB & GSTR1
- Bill of Supply in GST
- E-way bill in GST
- Introduction to GSTR1
- Introduction to GSTR3B
- Introduction to GSTR2A
- Matching of GSTR2A with GSTR3B
- GSTR3B Correction
- GSTR1 Reconciliation
- File GSTR3B from Tally Prime
- File GSTR1 using Tally Prime
- Generate E-Way Bills using Tally Prime
- How to Pass Accounting Entries under GST
- Point of Sale (POS)

#### **Module: 5. Goods & Services Tax (GST) – Return Filing on Portal**

- Introduction of Goods & Services Tax (GST)
- Structure of GST
- Invoicing in GST
- Input Tax Credit & Payment in GST
- GST Return Filing
- Composition Scheme Under GST
- Reverse Charge Mechanism (RCM)
- E-Way Bill under GST
- Registration under GST

#### **Module: 6. TDS Filing with Tally PRIME**

- TDS Process
- TDS Features in Tally PRIME
- Enabling TDS in Tally PRIME
- Recording Basic TDS Transactions
- Transactions Involving TDS
- Payments of TDS
- Generating TDS Challan
- Recording Advanced TDS Transactions
- Transactions involving TDS
- Adjustments in TDS
- TDS on Expenses with Inventory
- TDS on Fixed Assets
- TDS on Sales Commission
- Reversal of Excess TDS Deducted
- TDS Reports

- Computation
- Challan Reconciliation
- TDS Return
- Out Standing (TDS Payable)
- TDS Not Deducted

**Module:7. E- Commerce, Banking**

Internet Banking

- E-Commerce Website and its functions
- Online payment procedures, Concepts of Payment Gateway
- Concepts of Cheque and its Implications
- How to receive Money Online
- Introduction to Indian banking system, Function of RBI
- Different Types of Accounts - Saving/Current Accounts - How to open and operate
- Cash Credit Accounts
- Procedure for Long Term Loans CMA Data
- How to avail long term loans
- Procedure for evaluation Working Capital Loans, Procedure for Housing Loan, Education Loans
- Application to loan Approval for SME (Small and medium Enterprises)

**Module: 8 Income Tax - Introduction to Income Tax**

- Configuring Income Tax
- Income Tax Master Configuration
- Employees Income Tax Declarations
- Override Income Tax
- Tax Configuration
- Pay Head creation for Income Tax Deduction
- Processing Salary with Income Tax Deduction
- Income Tax Reports
- Income Tax Returns

**Module: 9. Payroll & Income Tax with Tally Prime)  
Payroll with Tally ERP9**

- Payroll Accounting & Compliance
- Configuring Payroll in Tally **Prime**
- Processing Payroll in Tally **Prime**
- Accounting for Employees PF Contribution
- Processing Employer PF Contribution
- Payment of PF
- Accounting for Employer ESI Contributions
- Processing Employer ESI Contribution
- Payment of ESI
- Payment of Professional Tax
- Generating Payroll Reports
- Pay Sheet
- Payroll Statement
- Payroll Register
- Employee Pay head Break up
- Shortcut keys

**Module:10 Auditing**

- Types of Audit
- Statutory Audit, Internal Audit, Cost Audit, Tax Audit and its impact
- How to Draft Tax Audit Report
- How to prepare Audit Reports of Companies under companies act

**Module: 11. SAP FICO**

- Accounts Receivable
- Payable Assets
- Bank Accounting
- General Ledger Accounting
- Internal Audit Accounting
- Cost Elements
- Cost Center Accounting
- Product Cost Controlling
- Profitability Analysis
- Profit Center Accounting
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**Module:12. Live Testimonial Projects**

- Live projects on Accounts, Live projects on GST. Live Projects on Income Tax

**Module: 13. Advanced Excel - Working with Functions**

- Writing conditional expressions (using IF)
- Using logical functions (AND, OR, NOT)
- Using lookup and reference functions (VLOOKUP, HLOOKUP, MATCH, INDEX)
- Date and time functions
- Text functions
- Database functions
- Power Functions (CountIf, CountIFS, SumIF, SumIfS)
- Creating subtotals
- Multiple-level subtotals
- Formatting and customizing Pivot tables
- Pivot charts
- Consolidating data from multiple sheets and files using Pivot tables

**Module:14 Office Management (MIS)**

- Preparation of financial statement as per Companies Act 2013
- Preparation of financial statement in MIS format
- Various Analytical Tools for Management Information System (MIS)
- Preparation of budgets and comparison with actuals
- Cash Flow Statement

**Module: 15. Personality Development & Interview practice sessions**

- Communication Skills
- Mock Interviews

# ● OUR ALUMNI WORKED AT

Startup  
eFilings

NEIL  
ACCOUNTANTS  
& ADVISORS

accenture

amazon

pwc



ADITYA BIRLA GROUP

Ac  
Bloom™  
INTERNATIONAL  
Reliable Cosourcing Partner

HCL  
HCL TECHNOLOGIES

NEERAJ BHAGAT & CO.  
Chartered Accountants

kotak

Myntra

... & many more!