



Academy Of Success



U135 1st Floor, Baba Complex, Near Laxmi Nagar Gate No.3 Metro Station, Shakarpur, DL - 110092

Email : info@aosindia.net | Website : www.aosindia.net | Contact : 09971555635/ 09971900635

CeATP : Certified e - Accounts & Tax Professional

Duration : 4 Months



Batch Timings

8:00 - 9:30

9:30 - 11:00

11:00 - 12:30

12:30 - 2:00

2:30 - 4:00

4:00 - 5:30

5:30 - 7:30

7:30 - 8:30

Module S.No.	Details of Modules	Fee
Module 1	Basics of Accounting (For Non commerce)(Mandatory)	Rs. 3000/-
Module 2	Tally - Basic	Rs. 3000/-
Module 3	Tally ERP 9.0 Advanced	Rs. 3000/-
Module 4	e - Accounting on QuickBooks	Rs. 8000/-
Module 5	e - Taxation Income Tax, Sales Tax / Vat, Service Tax, TDS, Excise	Rs. 8000/-
Module 6	PF + Payroll	Rs. 6000/-
Module 7	Incorporation	Rs.6000/-
Module 8	MS Excel	Rs. 3000/-
	Total Fee	Rs. 40000/-

Course Content:-

1. Basics Of Accounting
2. Double Accounting System
3. Ledger, Trial Balance , Final Account
4. Accounting Vouchers
5. Financial Statements and Accounting Books & Reports

Course Content:-**Chapter 1 - Basic Accounting in Tally ERP 9**

- Basics Of Accounting
- Fundamentals of Tally.ERP 9
- Create Accounting Masters in Tally.ERP 9

Chapter 2 - Basic Inventory Management in Tally.ERP 9

- Creating Inventory Masters in Tally.ERP 9
- Inventory Vouchers
- Generating Inventory Books & Reports

Chapter 2 - Technical Features in Tally.ERP 9

- Multilingual Capabilities
- Technological Advantages of Tally.ERP
- Tally.NET and Remote Capabilities
- Application Management and Online Help and Support

Chapter 4 - VAT & CST in Tally.ERP 9

- Value Added Tax(VAT)
- Central Sales Tax (CST)

Module 3

Tally ERP 9.0 Advanced

Course Content:-

Chapter 1 - Advanced Accounting in Tally.ERP 9

- Bill –wise Details
- Cost Centres and Cost Categories
- Voucher Classes
- Voucher Classes
- Multiple Currencies
- Interest Calculations
- Budget &Controls
- Scenario Management
- Banking

Chapter 2 - Advanced Inventory management

- Order Processing
- Reorder Levels
- Tracking Numbers
- Batch – wise Details
- Additional Cost Details
- Bill of Materials (BoM)
- Price Levels and Price Lists
- Stock Valuation

- Zero Valued Entries
- Inventory Ageing Analysis
- Different Actual and Billed Quantities
- Job Costing
- Job Order Processing

Chapter 3 - Tax Deducted at Source in Tally.ERP 9

- Basic Concepts of TDS
- Recording Transactions
- Payments of TDS & TDS Reports

Chapter 4 - Service Tax in Tally.ERP 9

- Basics of Service Tax
- Recording Transactions
- Service Tax Reports

Chapter 5 - Excise in Tally.ERP 9

Chapter 6 - Payroll/EPF/ESI in Tally 9

Chapter 7 - Manufacturing Journal

Course Content:-

1. Creation of Company profile
2. Bill –wise Details
3. Financial Statements and Accounting Books & Reports
4. Sync of Data
5. Report Genration
6. Transaction entry
7. Online Bank Account sync
8. Practical training on Live Data

Chapter 1 - Direct Taxation :**Income Tax :-****1. Basic Concepts In Income Tax**

- Terminology of income tax like P.Y, A.Y, Income, Assesse
- Incidence of income tax
- Residential status like ROR, RNOR, OR
- Concept of PE (Foreign company)

2. Income Under Various Heads

- Analytically-Income under head salary computation theoretically& by utility (Allowances, Perquisites, Retirement benefit)
- Income under head house property
- Income under head PGBP (corporate exposure) Real time calculation
- TAX AUDIT 44AB ONLINE REPORTING 3CA, 3CB, 3CD REAL TIME FILLING
- Presumptive taxation u/s 44AB, AD, AE

- Income under capital gain
- computation in utility of CG Income
- Exemption under 54 to 54H for capital gain
- Income from other sources

3. Deduction From Income

- Deduction u/s 80c to 80u

4. Assessments Of Income

- Assessment of Individual
- Assessment of Partnership firm
- Assessment of company
- Assessment by ITD u/s 143(2), 144, 148, 153
- MAT
- AMT

5. Foreign Taxation

- FOREIGN TAXATION (SPECIAL INCLUSION)
- Safe harbor Rule
- Relief u/s 90,90A,91
- 15CA, 15CB online filling

6. Various Provisions

- Clubbing of income
- Set off and carry forwards of losses
- TDS complete package TAN, Deposit, Online Return, Interest, Penalty
- Returns of Income u/s 139 from ITR-1 to ITR-7 for all assessee
- Trust Provision (Anonymous Donation)
- 197 v/s 197A i.e. 15G/H and 13

- Agriculture Income
- Advance Tax
- Interest u/s 234A,B,C
- Illustration on every topic
- Supreme court Judgments
- PPT on topics
- Reason of Raids
- Settlement of Cases
- Advance ruling

TDS

- PAN Application
- TAN Application
- Deduction under sec.192 to 196
- Deposit challan 281/280/26 QB
- TDS Return 24Q / 26Q
- Digital Signature for Filling TDS Returns
- Form 16/16A
- 26 AS.
- Foreign remittance 15CA/15CB
- Lower deduction /No deduct – form 13/15G-H
- Interest & Penalty calculation
- Journal Entry in Tally (Free)

Chapter 1 - Indirect Taxation :

Service Tax :-

- Notification & Circulars Understanding (New Topic Added)
- Negative list
- Exempted services – Notification 25/2012 (New Topic Added)
- Declared Services (New Topic Added)
- Point of tax- Journal entry & concept
- Valuation Including Abatement
- Work Contract Tax – Analysis of Various Options
- RCM / PRCM [Reverse charge mechanism]
- Payment of S.T (GAR 7 CHALLAN) , Interest, Penalty
- Calculation of Interest, Penalty (New Topic Added)
- Registration – [ST1 & ST2]
- E-Filing of ST 3 Return
- Journal Entry in Tally (Free)

1. VAT (Value Added Tax) :-

VAT-DVAT/HVAT/ CST

- Applicability
- Input/output Provisions.
- Schedule of VAT rate (New Topic Added)
- Registration DVAT 04, Haryana, Document Required
- Tax Invoice Generation, Bilty, Challan
- online Payment [DVAT-20]
- Quarterly Return [DVAT – 16]
- Online submission of road permit – (T2, 38)

- CST/ Registration, c-form/F/H/E1, E2 Online Generation
- VAT return
- Composition Scheme In Context of WCT (New Topic Added)
- Assessment (New Topic Added)
- Journal Entry in Tally (Free)

2. Excise :-

Excise

- Excise Registration
- CETA (central excise tariff act) (New Topic Added)
- Valuation
- CCR-2004 (credit rules) (New Topic Added)
- How to File Monthly Return(ER-1/ER-6/ER-4)
- How to Preparation of Registration under Excise
- RG-1, RG-23A-Part-I, Part-II, RG 23C Part-I, II
- How to Make Payment of Excise
- Registration online A1
- Payment GAR-7

- 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

Payroll:

- Slab wise calculation on the basis of working days of selective allowances & deductions
- Slab wise calculation on the basis of absent on selective allowance &
- Deductions grade wise pay scale of selective allowances.
- Level wise pay scale increment
- Deduction calculate on selective allowance head
- Unlimited no of grades/ levels/ categories
- Unlimited no of qualification type/ qualification course
- Performance rating parameter muster
- Unlimited no of departments / designation /units/ sub units
- Restricted ordinary holidays
- ERP percentage & limit for employee & employer
- FPS percentage & limit of employee & employer
- Employee and Employer LWF account
- Salary calculation days in month
- Professional tax calculation
- OT calculation days in month
- Pay slip / Pay register

- How To Acquire director identification number (DIN) by filling
- How To Acquire digital signature certificate.
- How To attain name of the Company
- How To stamping of the Memorandum and Articles with the appropriate stamp duty.
- How To Attain the Certificate of Incorporation from the Registrar of Companies Ministry of Corporate Affairs Step
- How To get Permanent Account Number (PAN) of company
- How To Attain a Tax Account Number (TAN)

List of The Formulas For Basic Excel

- Split ForenameSurname
- Percentages
- Show all formula
- SUM_using_names
- Instant Charts
- Brackets in formula
- Age Calculation
- AutoSum Shortcut Key
- AVERAGE
- AND
- CEILING
- CELL
- CHOOSE
- CLEAN
- COMBIN
- CONCATENATE
- CONVERT
- CORREL
- COUNT
- COUNTBLANK
- COUNTA
- COUNTIF
- DATE
- DATEDIF
- DATEVALUE
- DAY
- DAYS360
- DELTA
- EAST
- EDATE
- EOMONTH
- ERROR.TYPE
- EVEN
- EXACT
- FACT
- HLOOKUP
- INDEX