

The
No. 1
BRAND

Government Recognised
INFOBYTE®
CAREER  **INSTITUTE**



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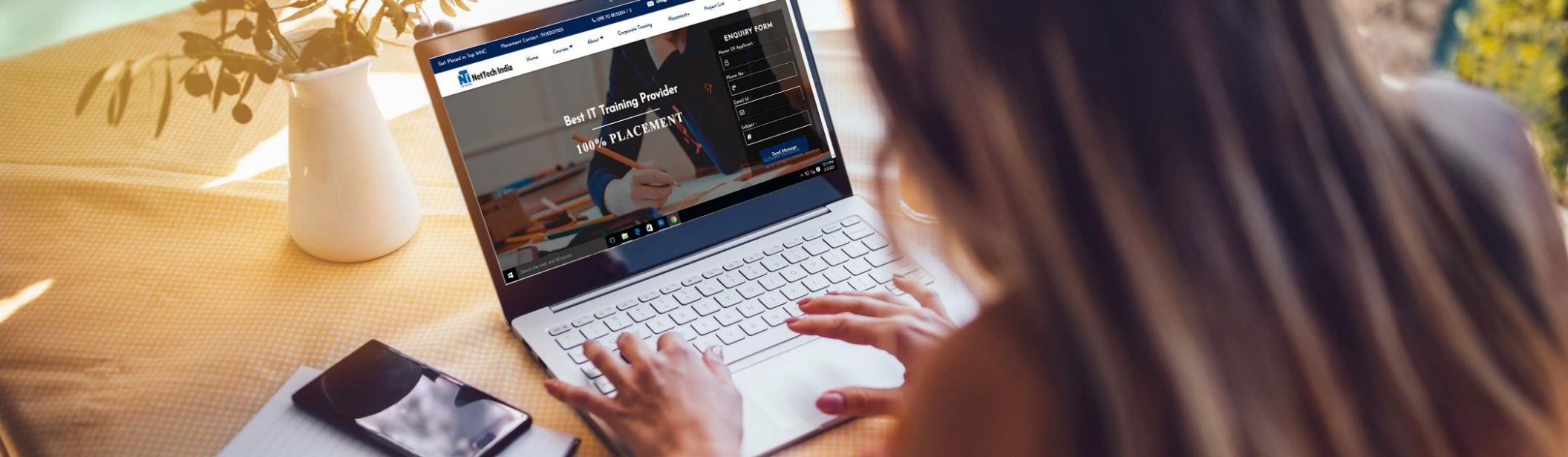
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Advance Certification
Course in
ACCOUNTS
& FINANCE





ABOUT US

Infobyte Computer Education offers a high-quality learning experience in the field of IT training to train students on brand new technologies and train them to deliver the desired results with commercially relevant and re-organized technical skills.

The probability of achieving your dream job will keep on increasing day by day once you complete a course in **infobyte**. We also focus on improving soft skills in terms of communication, leadership, teamwork, external appearance, and attitude which helps everyone to be professional in all the aspects of their career.



25%
Theory



75%
Practicals

ABOUT

ACCOUNTS & FINANCE

Accounting and finance course teach you about accounting practices, commerce, industry, and finance. In addition to subject-specific and technical knowledge, you will gain more general skills, such as knowledge and awareness of business organizations.



Why Infobyte ?

- Free Complete Placement Training
- Career Growth - Higher Pay & Position
- Encourages Professional Development
- Enhances Professional Credibility.
- Internship Assistance
- Free Demo Class
- Certified Course
- Excellent training with Qualified Trainer
- 50+ Case Studies
- 10+ Projects

TOPICS COVERED

- **Basic Computers**
- **Basic Accounts**
- **Goods and Services Tax (GST)**
- **TDS**
- **Direct Tax**
- **Advance Accounts**
- **Advance Excel**
- **Tally Prime**

Basic Computer

Basic Accounts

- Introduction
- Accounting Concepts
- Capital & Revenue Transactions
- Accounts Documents
- Journal Entries
- Depreciation
- Stock
- Valuation
- Year-end Adjustments
- Final Accounts
- Rectification of Errors
- BRS

- Look up & Reference Functions
- Logical Functions
- Financial Functions
- Sort & Filter
- Pivot Table & Pivot
- Chart
- Protection
- Project on Excel
- MS PowerPoint 2016
- MS Outlook 2016
- Internet & E-mailing
- Mail Merge
- Google Drive

- Introduction
- Accounting Concepts
- Capital & Revenue Transactions
- Accounts Documents
- Journal Entries
- Depreciation
- Stock
- Valuation
- Year-end Adjustments
- Final Accounts
- Rectification of Errors
- BRS
- Projects on preparation of Books of Accounts

Goods and Services Tax (GST)

- Basic concepts of GST
- Collection of Tax
- Time & Place of Supply
- Valuation
- Input Tax Credit
- General Procedures
- Payment of Tax
- Returns
- GST using Tally
- Practice on GSTN
- Project on GST

TDS

- Basic concepts of TDS
- TDS Rates
- Payment of TDS
- Filing of TDS Return
- TDS Certificate
- Accounting Treatment of TDS
- TDS
- Using Tally
- E-TDS Return

Direct Tax

- Basic concepts of Income Tax
- Income from Salaries
- Income from House Property
- Profits and Gains of Business or Profession
- Income
- from Capital Gains & Other Sources
- Deductions under Chapter VI-A
- Computation of Taxable Income
- Application for PAN
- E-filing of Income Tax Return
- TDS – concepts & provisions
- E-TDS
- Project on TDS

Advance Accounts

Advance Excel

- BASIC Microsoft Excel
- Advanced File Tasks
- Working with Functions and Formulas
- Managing Tables in Microsoft Excel
- Data Tools in Excel
- Sparkline
- Grouping & Outlining and Subtotals
- What-If Analysis
- Advanced PivotTables & Charts
- Advanced Excel Tasks
- Creating HLOOKUP and VLOOKUP Functions
- Advanced Conditional Formatting
- Advanced Lookup Functions
- Advanced Functions in Excel

Tally Prime

User Interface and Company Management

- 1.Introduction to Tally Prime
- 2.Creating a Company
- 3.Data Path for Tally Companies
- 4.Altering and Deleting Company

Ledgers & Groups

- 1.Understanding Ledgers
- 2.Creating Ledgers
- 3.Creating Multiple Ledgers
- 4.Altering and Deleting Ledgers

Inventory in Tally Prime

1. Stock Groups and Categories
2. Godowns/Locations
3. Units of Measure
4. Stock Items

Accounting Vouchers

1. Contra Vouchers
2. Payment Voucher
3. Receipt Voucher
4. Journal Voucher
5. Sales Vouchers
6. Pre-defined Voucher Types in Tally Prime
7. Alter a Pre-defined Voucher Type

Advance Inventory in Tally

1. Cost of Purchases
2. Stock Categories
3. Order Processing: Sales & Purchase Order
4. Use Standard Rate for Stock Item
5. Stock Summary/ Stock Transfer
6. Tracking Numbers: Delivery Notes, Receipt Notes.
7. Rejection Inward/Rejection Outward
8. Batch Wise details
9. Additional Cost Details
10. Bill of Material(BOM)
11. Different Actual and Bill quantities
12. Price Levels and Price Lists
13. Stock Valuation
14. Zero Valued Entries
15. Point of Sales(POS)

Advanced Accounting in Tally

1. Bill-wise Details, Cost/Profit Center Management
2. Credit Period/Trade Discount/Cash Discount
3. Cost Centers and Cost Categories
4. Voucher Classes and cost center class
5. Multiple Currencies
6. Interest Calculation
7. Bank Reconciliation
8. Cheque Printing
9. Budgets and Controls
10. Scenario Management

Goods and Services Tax (GST)

- 1.About Goods and Services Tax (GST)
- 2.Activating Tally in GST
- 3.Setting Up GST (Company Level, Ledger Level or Inventory Level)
- 4.GST Taxes & Invoices
- 5.Understanding SGST, CGST & IGST
- 6.Creating GST Masters in Tally

Purchase Voucher with GST

- 1.Updating GST Number for Suppliers
- 2.Practical on Intra-State Purchase Entry in GST (SGST + CGST)
- 3.Practical on Inter-State Purchase Entry in GST (IGST)
- 4.GST Purchase Entry for Unregistered Dealer in Tally
- 5.Accounting for return of Goods (With Credit Notes)
- 6.Reverse Charge Mechanism Entry for GST in Tally

Sales Voucher with GST

- 1.Updating GST Number for Suppliers
- 2.Practical on Intra-State Sales Entry in GST (SGST + CGST)
- 3.Practical on Inter-State Sales Entry in GST (IGST)
- 4.Accounting for return of Goods (With Credit Notes)

GST in Services

- Basic of Services (Accounts only)
- Creating Masters?
- Recording Transactions

Tax Deducted at Source (TDS)

- Understanding TDS
- Creating TDS Masters
- Practical Examples
- TDS Payment
- Tax Reports and Tax Forms

Reports in Tally Prime

- Analyzing Purchase and Sales Register
- Analyzing Debit and Credit Note
- Overdue Payables and Receivables
- Stock Valuation
- Stock transfer Report (Physical Stock & Shortage)
- Cash Book & Bank Book
- Trial Balance
- Profit and Loss Account and Balance Sheet
- Working Capital
- Cash Flow and Fund Flow Statements

Utilities in Tally Prime

- Multi Language
- Data Backup and Restore
- Data Security & Audit

Invoice Printing In Tally Prime

- Sales Invoice
- Printing Payment and Receipt Vouchers
- Printing Various Other Reports Module
- Logo Printing on Sales Invoice

GST Adjustment and Returns

- GSTR 1 & GSTR 2 in Tally
- GSTR 1 Return Filing
- Input Tax Credit Set Off
- Challan Reconciliation
- GST Tax Payment
- Generating GSTR-3B Format

WHO CAN LEARN ?

- Anyone who want to become expert in accounting calculations
- Anyone who enjoy math's and want to apply it to business.
- Anyone looking for career opportunities in accounts and finance
- Students who are currently in college or university

CAREER OPPORTUNITIES

- Financial Analyst
- Corporate Controller
- Audit/tax Specialist
- Risk Manager
- Investment/Insurance Manager.

And Many More...

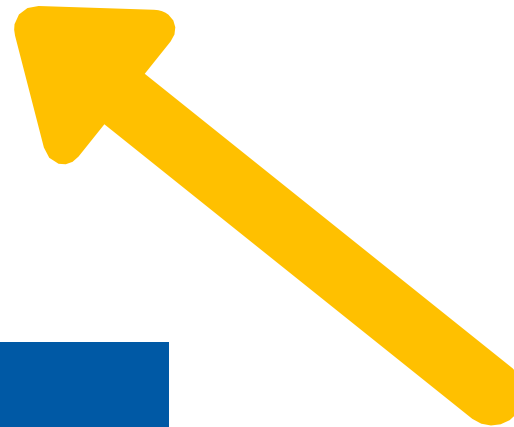


PROCESS FOR SUCCESS

GET PLACED

GET TRAINED

ENROLL



FACILITIES OFFERED

- Practical Training on Live Projects
- 100% Placement Guarantee
- Interview Preparation
- Global Certification
- Fully Functional Labs
- Online / Offline Training
- Study Materials
- Expert Level Industry Recognized Training



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