

E-Accounting

Duration: 6 Months

Course Fee: ₹14,999

Course Objective

The E-Accounting Professional course is designed to prepare students for careers as Accountants, GST Executives, Accounts Assistants, Tax Assistants, Payroll Executives, and Finance Professionals. The course covers accounting fundamentals, Tally Prime, GST, TDS, Income Tax basics, MS Excel, payroll, banking, and business compliance with practical training.

Module 1: Fundamentals of Accounting

Topics Covered

- Introduction to Accounting
- Accounting Concepts & Principles
- Types of Accounts
- Golden Rules of Accounting
- Journal Entries
- Ledger Posting
- Trial Balance
- Profit & Loss Account
- Balance Sheet
- Capital & Revenue
- Depreciation

Practical

- Manual Accounting Entries
- Financial Statement Preparation

Module 2: Tally Prime (Basic to Advanced)

Company Management

- Company Creation
- Security Control
- Backup & Restore
- Company Features & Configuration

Masters

- Groups
- Ledgers
- Stock Groups
- Stock Categories
- Stock Items
- Units
- Godowns
- Cost Centres

Accounting Vouchers

- Contra
- Payment
- Receipt
- Journal
- Sales
- Purchase
- Debit Note
- Credit Note

Inventory Vouchers

- Receipt Note
- Delivery Note
- Rejections In
- Rejections Out
- Stock Journal

- Physical Stock
- Practical**
- Complete Business Accounting

Module 3: GST (Goods & Services Tax)

GST Fundamentals

- GST Structure
- CGST
- SGST
- IGST
- HSN & SAC Codes
- GST Registration

GST in Tally

- GST Setup
- GST Purchase & Sales
- Reverse Charge (RCM)
- Input Tax Credit (ITC)

GST Returns

- GSTR-1
- GSTR-2B
- GSTR-3B
- GSTR-9 (Overview)

E-Filing

- GST Portal Navigation
- Return Filing Process
- GST Reports
- E-Way Bill Basics
- E-Invoice Basics

Module 4: Advanced MS Excel for Accountants

Excel Functions

- SUM, SUMIF, SUMIFS
- IF, IFS
- VLOOKUP, XLOOKUP

- INDEX & MATCH
- COUNTIF, COUNTIFS
- Financial Functions (PMT, FV, PV)
- More...

Data Analysis

- Pivot Tables
- Pivot Charts
- Dashboards
- Conditional Formatting
- Data Validation
- MIS Reports

Practical

- Salary Sheet
- Cash Book
- Expense Tracker
- GST Working Sheet
- Financial Dashboard

Module 5: Banking & Reconciliation

Topics Covered

- Banking Transactions
- Cheque Management
- Bank Reconciliation Statement (BRS)
- Petty Cash
- Cash Flow

Practical

- BRS Preparation
- Cash Book Maintenance

Module 6: Payroll Management

Topics Covered

- Employee Masters
- Salary Structure
- Attendance

- Leave Management
- Payroll Processing
- PF & ESI Basics
- Salary Slip Generation

Practical

- Payroll Preparation
- Salary Register

- Income Tax Portal Overview
- PAN Services
- Digital Signature (DSC)

Practical

- GST Return Preparation
- Income Tax Portal Navigation

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Module 7: TDS & TCS

Topics Covered

- Introduction to TDS
- Applicable Sections
- TDS Deduction Entries
- TDS Reports
- TCS Basics

Practical

- Contractor Payment
- Professional Fees
- Rent Payment Entries

Module 8: Income Tax Basics

Topics Covered

- PAN
- Types of Income
- Old vs New Tax Regime
- Tax Slabs
- Deductions (80C, 80D)
- Form 16
- Advance Tax (Overview)

Practical

- Basic Income Tax Calculation
- Tax Planning Examples

Module 9: E-Filing & Compliance

Topics Covered

- GST E-Filing

Module 10: Business Accounting & Documentation

Topics Covered

- Purchase Orders
- Sales Orders
- Quotations
- Proforma Invoice
- Tax Invoice
- Debit & Credit Notes
- Delivery Challan

Practical

- Business Document Preparation

Module 11: Office Productivity Tools

Topics Covered

- MS Word
- PDF Tools
- Gmail
- Google Drive
- Google Sheets
- Business Email Writing

Practical

- Professional Reports
- Client Communication

Module 12: AI Tools for Accountants

Topics Covered

- ChatGPT for Accounting
- AI for Excel Formulas
- AI for GST & Accounting Reports
- AI for Business Communication

Practical

- Financial Report Drafting
- AI-Assisted Data Analysis

Live Projects

- Trading Company Accounting
- Service Company Accounting
- GST Billing System
- Payroll Management
- Financial Dashboard in Excel
- Bank Reconciliation
- Monthly GST Return Preparation

Software Covered

- Tally Prime (Latest Version)
- Microsoft Excel (Advanced)
- Microsoft Word
- PowerPoint
- Google Sheets
- Google Drive
- PDF Tools

• ChatGPT & AI Productivity Tools

Career Opportunities

- Accountant
- Junior Accountant
- Accounts Executive
- GST Executive
- Accounts Assistant
- Payroll Executive
- Tax Assistant
- Billing Executive
- Finance Executive
- Back Office Executive