PROFESSIONAL CERTIFICATE IN INDIAN AND FOREIGN ACCOUNTING

DURATION: 300 Hours
TOTAL CREDITS: 10

COURSE SYLLABUS

Objective

A Diploma program designed to develop expertise in both manual and computerized accounting. The course begins with fundamentals of computer operations and MS Office, progresses through manual accounting principles, and advances to computerized accounting using TallyPrime, Sage 50, and QuickBooks, concluding with E-Accounting concepts.

Exit Profile

- Proficient in MS Office for office tasks, including letter drafting, document preparation, chart creation, and   presentation design.
- Capable of recording and managing critical business transactions using TallyPrime.
- Skilled in handling GST transactions and ensuring compliance for businesses.
- Competent in managing TDS transactions and fulfilling statutory requirements in TallyPrime.
- Well-versed in foreign accounting software, including Sage 50 and QuickBooks.
- Knowledgeable in E-Accounting and E-Banking processes.

Career Path

- Accounts Assistant
- Bookkeeper
- Accounting Clerk
- Payroll Administrator
- Financial Analyst
- Tax Assistant
- ERP Consultant
- E-Accounting Specialist
- Billing Executive
- Office Administrator

Course Outline

Course Name:	PROFESSIONAL CERTIFICATE IN INDIAN AND FOREIGN ACCOUNTING	Duration:	300 H
Module	Topic	Duration.	Total Duration.
Module - I	IT BASICS & WINDOWS	18	90
	MS OFFICE	72	
Module - 2	BASIC ACCOUNTING	18	180
	TALLY ESSENTIAL COMPREHENSIVE	108	
	SAGE 50 ACCOUNTING	24	
	QUICKBOOKS	30	
Module - 3	E-ACCOUNTING CONCEPTS	30	30

Course in Detail

MODULE - 1

IT BASICS, & WINDOWS

COMPUTER BASICS

- Hardware & Software
- Basic Applications of Computer
- Components of A Computer System

FUNDAMENTAL OF OPERATING SYSTEM WINDOWS

- Introduction to Windows
- Operating Windows
- Desktop Management.
- Files & Folders
- Basic Components of Windows

MS OFFICE

MS WORD

- Creating a Microsoft Word Document

  - Starting Microsoft Word
  - Saving a Document
  - Importing a File
  - The Status Bar
  - Closing a Document

- The Ribbon
  - Introduction to Ribbon
  - Tabs
  - Commands

- The Backstage View
  - Introduction to the Backstage View
  - Opening a Document
  - New Documents and Word Templates
  - Configuring Documents to Print
  - Adding Your Name to Microsoft Word
  - Adding Values to Document Properties

- ❖ Combining Documents

- ● Managing Mailings
  - ❖ Creating Envelopes and Labels
  - ❖ Using Mail Merge

- ● Protecting Documents
  - ❖ Making Word Documents Read Only
  - ❖ Password Protect Word Documents
  - ❖ Removing Metadata from Files
  - ❖ Restrict Formatting and Editing

- ● Finalizing Microsoft Word Documents
  - ❖ Adding Page Numbers
  - ❖ Headers and Footers
  - ❖ Checking Spelling and Grammar

- ● Random Useful Items
  - ❖ Using Bookmarks
  - ❖ Adding Watermarks
  - ❖ Adding Titles to Sections
  - ❖ Inserting Built-in Fields
  - ❖ Using the Go to Feature
  - ❖ Using Macros
  - ❖ Copy Macros from Document to Document
  - ❖ Macro Security
  - ❖ Recording a Macro
  - ❖ Assigning Shortcut Keys
  - ❖ Customizing the Ribbon
  - ❖ Preparing a Document for Internationalization and Accessibility

MS EXCEL

- ● Creating a Microsoft Excel Workbook
  - ❖ Creating a Workbook
  - ❖ Saving a Workbook
  - ❖ The Status Bar
  - ❖ Adding and Deleting Worksheets
  - ❖ Copying and Moving Worksheets
  - ❖ Changing the Order of Worksheets
  - ❖ Splitting the Worksheet Window
  - ❖ Closing a Workbook

- The Ribbon
  - ❖ Tabs
  - ❖ Groups
  - ❖ Commands

- The Backstage View (The File Menu)
  - ❖ Introduction to the Backstage View
  - ❖ Opening a Workbook
  - ❖ Open a Workbook
  - ❖ New Workbooks and Excel Templates
  - ❖ Select, Open and Save a Template Agenda
  - ❖ Printing Worksheets
  - ❖ Print a Worksheet
  - ❖ Adding Your Name to Microsoft Excel
  - ❖ Adding a Theme to Microsoft Excel

- The Quick Access Toolbar
  - ❖ Adding Common Commands
  - ❖ Adding Additional Commands with the Customize Dialog Box
  - ❖ Adding Ribbon Commands or Groups
  - ❖ Placement
  - ❖ Customize the Quick Access Toolbar

- Entering Data in Microsoft Excel Worksheets
  - ❖ Entering Text
  - ❖ Adding and Deleting Cells
  - ❖ Adding a Hyperlink
  - ❖ Add WordArt to a Worksheet
  - ❖ Using AutoComplete
  - ❖ Entering Text and Using AutoComplete
  - ❖ Entering Numbers and Dates
  - ❖ Using the Fill Handle
  - ❖ Entering Numbers and Dates

- Formatting Microsoft Excel Worksheets
  - ❖ Selecting Ranges of Cells
  - ❖ Hiding Worksheets
  - ❖ Adding Color to Worksheet Tabs
  - ❖ Adding Themes to Workbooks
  - ❖ Customize a Workbook Using Tab Colors and Themes
  - ❖ Adding a Watermark

- ❖ The Font Group
- ❖ Working with Font Group Commands
- ❖ The Alignment Group
- ❖ Working with Alignment Group Commands
- ❖ The Number Group
- ❖ Working with Number Group Commands

- ● Using Formulas in Microsoft Excel
  - ❖ Math Operators and the Order of Operations
  - ❖ Entering Formulas
  - ❖ AutoSum (and Other Common Auto-Formulas)
  - ❖ Copying Formulas and Functions
  - ❖ Relative, Absolute, and Mixed Cell References
  - ❖ Working with Formulas

- ● Working with Rows and Columns
  - ❖ Inserting Rows and Columns
  - ❖ Deleting Rows and Columns
  - ❖ Transposing Rows and Columns
  - ❖ Setting Row Height and Column Width
  - ❖ Hiding and unhiding Rows and Columns
  - ❖ Freezing Panes
  - ❖ Working with Rows and Columns

- ● Editing Worksheets
  - ❖ Find and Replace
  - ❖ Using Find and Replace
  - ❖ Using the Clipboard
  - ❖ Using Format Painter
  - ❖ Managing Comments
  - ❖ Using Pivot Tables
  - ❖ Creating Pivot Tables
  - ❖ More PivotTable Functionality
  - ❖ Inserting Slicers
  - ❖ Multi-Select Option in Slicers
  - ❖ PivotTable Enhancements
  - ❖ Working with Pivot Tables
  - ❖ Inserting Pivot Charts
  - ❖ More Pivot Table Functionality
  - ❖ Working with Pivot Tables

- Finalizing Microsoft Excel Worksheets
  - ❖ Setting Margins
  - ❖ Setting Page Orientation
  - ❖ Setting the Print Area
  - ❖ Print Scaling (Fit Sheet on One Page)
  - ❖ Printing Headings on Each Page/Repeating Headers and Footers
  - ❖ Headers and Footers
  - ❖ Preparing to Print

MS POWERPOINT

- Creating a PowerPoint Presentation
  - ❖ Starting Microsoft PowerPoint
  - ❖ Normal View
  - ❖ Creating a Presentation
  - ❖ Saving a Document
  - ❖ Importing a File
  - ❖ The Status Bar
  - ❖ Closing a Presentation
- The Ribbon
  - ❖ Introduction to Ribbon
  - ❖ Tabs
  - ❖ Groups
  - ❖ Commands
- The Quick Access Toolbar
  - ❖ Adding Common Commands
  - ❖ Adding More Commands with the Customize Dialog Box
  - ❖ Adding Ribbon Commands or Groups
  - ❖ Placement
- The Backstage View (The File Menu)
  - ❖ Introduction to the Backstage View
  - ❖ Opening a Presentation
  - ❖ New Presentations and Presentation Templates
  - ❖ Presentation Properties
  - ❖ Adding Your Name to Microsoft PowerPoint
- Formatting Microsoft PowerPoint Presentations
  - ❖ Selecting a Slide Layout
  - ❖ Adding Text
  - ❖ Adding Text from a Text File or Word Outline

- ❖ Editing Text
- ❖ Formatting Text
- ❖ Formatting Text as WordArt
- ❖ Creating Bulleted and Numbered Lists
- ❖ Ink Equation
- ❖ Formatting Text Placeholders
- ❖ Adding Slides to a Presentations
- ❖ Arranging Slides
- ● Working with Images
  - ❖ Adding Images to a Slide
  - ❖ Inserting a Picture
  - ❖ Inserting Icons
  - ❖ Inserting Clip Art
  - ❖ Capturing and Inserting a Screenshot
  - ❖ Editing an Image
  - ❖ Formatting Images
  - ❖ Creating Custom Color with the Eyedropper
  - ❖ Applying a Style and Cropping an Image
  - ❖ Arranging Images
  - ❖ Adding Shapes
  - ❖ Using Digital Ink
  - ❖ Creating a Photo Album
  - ❖ Adding Captions
  - ❖ Applying a Theme to Your Album
  - ❖ Customizing an Album
  - ❖ Inserting Sounds and Video
  - ❖ Editing Media Clips
- ● Working with Tables and Charts
  - ❖ Inserting a Table
  - ❖ Formatting Tables
  - ❖ Importing Tables from External Sources
  - ❖ Inserting a Chart
  - ❖ Formatting a Chart
  - ❖ Importing Charts from External Sources
- ● Customizing Presentations
  - ❖ Applying a Theme
  - ❖ Applying a Background Style

- ❖ Adding a Footer
- ❖ Arranging and Printing Sections

- ● Presentation Masters
  - ❖ Working with the Slide Master
  - ❖ Formatting Slide Masters and Layouts
  - ❖ Adding a Watermark to Your Presentation
  - ❖ Adding Slide numbers Using the Slide Master
  - ❖ Preserving a Slide Master
  - ❖ Modifying the Handout Master
  - ❖ Adding a Header and Footer to Notes and Handouts

- ● Working with Special Effects
  - ❖ Animating Text and Objects
  - ❖ Motion Paths
  - ❖ Working with the Animation Painter
  - ❖ Setting Animation Timing
  - ❖ Animating a Chart

- ● Using SmartArt
  - ❖ Inserting SmartArt Graphics
  - ❖ Modifying SmartArt Graphics
  - ❖ Resizing/Repositioning a SmartArt Object
  - ❖ Formatting Text in a SmartArt Object
  - ❖ Adding Shapes to a SmartArt Object
  - ❖ Ungrouping SmartArt Objects

- ● Setting Up the Slide Show
  - ❖ Set up a custom Slide show.
  - ❖ Create a hyperlink.
  - ❖ Add an action button.
  - ❖ Jump to another Presentation.
  - ❖ Rehearse the timing of your Presentation.
  - ❖ Navigate within a slide show.
  - ❖ Annotate a Presentation.
  - ❖ Create a presenter-independent slide show.
  - ❖ Set up a slide show to repeat automatically.

- ● Outlines and Slides
  - ❖ Exporting Notes and Handouts to Word
  - ❖ Exporting an Outline to Word
  - ❖ Saving a Presentation as an Outline

- ❖ Saving a Slide as a Graphic

- ● Managing Multiple Presentations
  - ❖ Merging Multiple Presentations
  - ❖ Reusing Slides from Other Presentations
  - ❖ Viewing Multiple Presentations
  - ❖ Tracking Changes in PowerPoint

- ● Sharing and Securing and Presentation
  - ❖ Sharing a Presentation with Remote Audience
  - ❖ Embedding the Fonts in a Presentation
  - ❖ Inspecting the Presentation
  - ❖ Using Comments
  - ❖ Packaging a Presentation for CD
  - ❖ Using the PowerPoint Viewer
  - ❖ Encrypting a Presentation
  - ❖ Adding a Digital Signature
  - ❖ Marking a Presentation as Final
  - ❖ Sending a Presentation in PDF Format
  - ❖ Compressing Pictures

MODULE - 2

BASIC & COMPUTERIZED ACCOUNTING

BASIC ACCOUNTING (MANUAL)

- ● Basic Accounting Concepts
- ● Basic Terms and Rules of Accounting
- ● Method of Accounting
- ● Type of Accounting
- ● Rule of Accounting
- ● Prepare Primary Books (Journal)
- ● Ledger Posting
- ● Income Statement & Financial Accounting (Balance Sheet)
- ● Adjustment Entries

TALLY ESSENTIAL COMPREHANSIVE

LEVEL 1

INTRODUCTION TO TALLY PRIME

- ● Features of Tally Prime
- ● Downloading and Installation of Tally Prime

- Types of Licenses in Tally Prime
- Activate New License
- Reactivate License in Tally Prime
- Use License from Network in A Multiuser Environment

WORKING TALLY PRIME IN EDUCATIONAL MODE
- Company Creation and Setting Up Company Features in Tally Prime
- Getting Started with Tally Prime
- Navigating from Anywhere to Anywhere in Tally Prime
- F12 Configuration in Tally Prime
- Alter Company Details
- Shut the Company

MAINTAINING CHART OF ACCOUNTS
- Introduction to Chart of Accounts
- Creation, Alteration & Deletion of Masters in Tally Prime (Both Accounting & Inventory)
- Multi-Masters Creation and Display.

RECORDING AND MAINTAINING ACCOUNTING TRANSACTIONS
- Recording Transactions in Tally
- Accounting Vouchers in Tally Prime.
- Recording Accounting Vouchers in Tally Prime (Receipt, Payment, Contra, Journal, Purchase, Sales, Debit Note and Credit Note).

BANKING
- Banking Payments
- Cheque Printing (Both Single & Multiple Cheque Printing)
- Deposit Slip (Cheque/Cash)
- Payment Advice
- Bank Reconciliation (Auto/Manual)

GENERATING FINANCIAL STATEMENTS AND MIS REPORTS
- Final Accounts Reports in TallyPrime (Introduction)
- Generating Financial Reports in TallyPrime. (Trial Balance, Profit and Loss Account, Balance Sheet, Cash Flow & Fund, Flow Analysis Report, Receipts and Payments)
- MIS Reports in Tally (Stock Summary Analysis, Daybook, Cash and Bank Book, Purchase Register, Sales Register, Journal Register)

DATA SECURITY
- Introduction
- Security Control
- Activation of Security Control
- Creation of Security Levels (User Roles)
- Creation of Users and Passwords for Company
- Accessing the Company Using Security Levels
- Auto Login
- Tally Vault

COMPANY DATA MANAGEMENT

- Backup & Restoring of Company Data
- Company Data Repair
- Migration of Tally.ERP 9 Company Data to TallyPrime

LEVEL 2

STORAGE AND CLASSIFICATION OF INVENTORY

- Introduction to Supply Chain
- Types of Suppliers
- Inventory Management
- Terms Used in Inventory Management (Theory Part)
- Inventory Masters in Tally Prime
- Creation of Inventory Masters in Tally Prime
- Tracking of Movements of Goods in Batches/Lots
- Activation of Batches/Lots for Stock Items
- Allocation of Batch/Lots Details in Purchase Invoice.
- Selling of Stock Items from Batch/Lots.
- Identifying the Expired Batch in Sales Invoice.
- Returning of Expired Batch Stock Items.
- Batch Reports
- Price Levels and Price Lists.
  - ❖ Activating Price Lists and Defining of Price Levels
  - ❖ Creation of Price List
  - ❖ Price Level &Price List Usage in Saks Voucher
  - ❖ Revise Price List.

ACCOUNTS RECEIVABLE AND PAYABLE MANAGEMENT

- Accounts Payable and Receivable
- Maintain Bill-Wise Entry
- Activation of Bill-Wise Entry
- Specifying of Credit Limit for Parties (For Individual & Multiple Ledger)
- Sales Voucher Restriction Based on Credit Limit.
- Splitting of Credit Sale into Multiple Bills
- Payment Performance of Debtors
- Bills Payable and Receivable Reports in Tally Prime
- Bills Receivable
- Ageing Analysis of Outstanding
- Generating Reminder Letter in Tally Prime
- Generating Confirmation of Accounts in Tally Prime
- Bills Settlement
- Bills Payables

PURCHASE AND SALES ORDER MANAGEMENT

- **Purchase Order Processing**

- ❖ Recording Purchase Order
- ❖ Recording Receipt Note
- ❖ Recording Rejection Out
- ❖ Recording Purchase
- ❖ Recording Debit Note
- ❖ Recording Payment
- **Sales Order Processing**
  - ❖ Recording Sales Order
  - ❖ Recording Quotation
  - ❖ Recording Delivery Note
  - ❖ Recording Rejection In
  - ❖ Recording Sales
  - ❖ Recording Receipt
- **Order Outstanding**
  - ❖ Purchase Order Outstanding
  - ❖ Sales Order Outstanding
  - ❖ Pre-Closure of Orders
- **Reorder Level**
  - ❖ Display Reorder Status
- Godown Transfer in Tally Prime
- Tracking Additional Costs of Purchase
- Configuration of Additional Cost of Purchases in Tally Prime
- Cost/Profit Centres Management
- Cost Centre and Cost Categories
- Allocation of Expenses to Multiple Cost Centres and Cost Categories.
- Cost Centre Reports

BUDGETS AND SCENARIOS

- Introduction
- Creation of Budget
- Recording Transactions
- Display Budget and Variance Report for Group Budget.
- Scenario Management

GENERATING & PRINTING REPORTS

- Introduction to Reporting Information.
- On the Fly Reporting
- Inventory Report (Stock Summary, Godown Wise Stock Availability, Moving Analysis, Stock Query)
- Financial Report (Profit/Loss Account and Balance Sheet)
- Books and Reports (Purchase & Sales Register)
- Printing of Invoice and Report.

LEVEL: 3

GOODS AND SERVICE TAX

INTRODUCTION TO GST

- GST Registration
- GST Tax Structure
- Manage HSN/SAC Code.
- Determination of Tax
- Supply of Goods and Services
- Invoicing
- Input Tax Credit

E-WAY BILL

- Component. Of E-Way Bill
- Who Must Generate E-Way Bill
- Validity of E-Way Bill
- E-Way Bill Process Flow

GST E-INVOICING

- Benefits of E-Invoicing The Business
- Date of Implementing GST E-Invoicing
- Entities Exempted for E-Invoices
- Generating E-Way Bill with E-Invoice
- Modification of E-Invoice
- Role of E-Invoice in GST Returns
- Various Mode of Generating E-Invoice
- Role of IRP in E-Invoice
- The Practice of Generating GST E-Invoice
- E-Invoice Details
- Invoice Reference Number (IRN)

GST IN TALLY PRIME

- Creation of Company and Activating GST
- Introducing Capital into The Business
- Creation of Masters in Tally Prime.

HIERARCHY OF CALCULATING TAX IN TRANSACTIONS

- Defining GST Rates at Company Level, Stock Group Level, Stock Item Level, Accounting Group Level, Ledger Level and Transaction Level.

RECORDING GST COMPLIANT TRANSACTIONS

- Intrastate Supply of Goods & Services
- Interstate Supply of Goods & Services

- Purchase and Sales Returns of Goods with GST
- Supplies Inclusive of Tax.

E-WAY BILL REPORT IN TALLY

- Export for E-Way Bill   Report
- Exporting Bulk or Consolidated C-Way Bill I N Voices
- Update E-Way Bill Information

INPUT TAX CREDIT SET OFF AGAINST LIABILITY

- Adjusting Input Tax Credit Against Tax Liability.

GST TAX PAYMENT

- Timeline for Payment T of GST Tax
- Modes of Payment
- Challan Reconciliation

GENERATING GST RETURNS FOR REGULAR DEALER IN TALLY

- GSTR-1
- GSTR-3B
- GSTR-9 -GST Annual Computation.

FILING GST RETURNS IN TALLY

- Filing GSTR-1 Returns
- Filing GSTR-3B RETURNS
- FILING GSTR-9 -GST Annual Computation Returns.

GENERATING E-INVOICE IN TALLY PRIME

- Recording Outward Supply and Generating E-Invoice Without C-\'\Lay Bill
- Recording Outward Supply and Generating E- Invoice with E-Way Bill
- E-Invoice Report.

QUARTERLY RETURN MONTHLY PAYMENT SCHEME

- Creation of Company and Activating GST in TallyPrime
- Accounting Intrastate Supply of Goods & Services
- Input Tax Credit Set Off Against Liability and Tax Payment
- Invoice Furnishing Facility (IFF) In QRMP Scheme.

COMPOSITION DEALER UNDER GST REGIME

- Introduction
- Conditions to Be Satisfied Under the Scheme
- Creation of Company and Activating GST in TallyPrime
- Accounting Intrastate and Interstate Supply of Goods
- Generating GST Returns for Composition Dealer in Tally
- GST Tax Payment.

TAX DEDUCTED AT SOURCE (TDS)

INTRODUCTION

- Introduction to TDS
- Basic   Concepts of TDS
- TDS Process
- TDS in TallyPrime
- Activation of TDS in TallyPrime
- TDS Statutory Masters

CONFIGURATION OF TDS AT DIFFERENT LEVELS

- Configuration of TDS at Group Level and Ledger Level.

RECORDING TDS COMPLIANT TRANSACTIONS IN TALLYPRIME

- Expenses Partly Subject to TDS
- Booking Expenses and 'TDS Deduction on Crossing Exemption Limit
- Accounting Multiple Expenses and Deducting TDS Later
- TDS On Expenses at Lower and Zero Rate
- TDS On Expenses at Higher Rate
- Recording Transaction When TDS Exemption Limit Is Not Crossed

TDS   EXCEPTIONS

TDS PAYMENT TO DEPARTMENT

- Resolving Uncertain Transaction.
- TDS Outstanding
- Payment of Tax to The Income Tax Department
- Generating TDS Challan
- Interest Payment to Income Tax Department On Delayed Tax Payment

TDS REPORT

- Challan Reconciliation
- Form 26Q
- E-Return
- Changes in TDS Rates from 1" April 2021

MANAGEMENT OF BUSINESS DATA

- Exporting of Data in Available Formats
- Export and Import of Data

EXPORT AND IMPORT OF DATA

- Export and Import of Masters from One Company to Another in Xml Format
- Export and Import of Transactions from One Company to Another in Xml Format
- Exporting Reports to MS Excel

- Exporting Reports to Pdf

OPEN DATABASE CONNECTIVITY (ODBC)

PRINTING OF COMPANY LOGO ON VOUCHERS, INVOICES & REPORTS.

MOVING TO THE NEXT FINANCIAL YEAR

- Changing Current Period and Continue Voucher Entry in The Same Company Data
- Company Data Handling Through Export and Import of Data
- Split Company Data
- Create A New Company and Maintain Books of Accounts for The New Financial Year
- Creating Group Company Data
- Comparative Final Accounts Reports of Two Companies.

SAGE 50 ACCOUNTING

COMPANY SETUP
- Introduction to Sage 50
- Company Setup Procedure

MAINTAIN MASTER RECORDS
- Create Chart of Accounts
- Edit / Delete an account
- Create Vendor Master Records
- Edit / Delete a Vendor Master
- Create Customer Master Records
- Edit/ Delete Customer Master
- Enter Opening Balances for Accounts, Vendors and Customers
- Maintain Inventory Masters

RECORD GENERAL TRANSACTIONS
- Record Non-cash transactions
- Record Adjustment transactions
- Record Payment and Receipt Transactions
- Record Contra Transactions
- Edit / Delete a transaction
- Make Inactive an existing transaction.

PURCHASE MANAGEMENT
- Purchase Services
- Purchase with Inventory items
- Maintain Vendor Credit Memos
- Record Purchase Order
- Convert Purchase order to Purchase
- Payment to supplier

SALES MANAGEMENT

- Record Sales – Services
- Sales Invoice with Inventory items
- Maintain Credit memos
- Sales Order and its conversion
- Quotes – Convert to Sales order / Sales invoice
- Record Incoming Payments
- Set Customer Terms
- Maintain Finance Charge

BANKING TRANSACTIONS
- Transfer Fund
- Write Check

INVENTORY MANAGEMENT
- Assembly Process
- Inventory Adjustments
- Physical stock
- Serialized Stock Items

OTHER FEATURES
- Payroll Management
- Backup / Restore (Not possible in Cloud Trail)
- Year-end Process
- Change Periods
- Global Options
- Reports

QUICKBOOKS ACCOUNTING

COMPANY SETUP
- Introduction to QuickBooks Desktop
- Company Setup Procedure

MAINTAIN MASTER RECORDS
- Create Chart of Accounts
- Edit / Delete an account
- Create Vendor Master Records
- Edit / Delete a Vendor Master
- Create Customer Master Records
- Edit/ Delete Customer Master
- Enter Opening Balances for Accounts, Vendors and Customers
- Maintain Inventory Masters

RECORD GENERAL TRANSACTIONS
- Record Non-cash transactions
- Record Adjustment transactions
- Record Payment and Receipt Transactions
- Edit / Delete a transaction
- Make Inactive an existing transaction.
- Reverse Entries
- Print Journal entries and Journal Reports.
- Memorized Transactions

PURCHASE MANAGEMENT
- Purchase Services
- Purchase with Inventory items
- Add additional expenses with Purchases
- Maintain Vendor Credit Memos
- Maintain Pay Bill
- Adjust Credits and Discounts
- Record Purchase Order
- Convert Purchase order to Purchase
- Receive item without Bill
- Enter Bill for Received item.

SALES MANAGEMENT
- Record Sales – Services
- Create Invoice & Enter Sales Receipts
- Maintain Refund & Credits
- Receive Payments
- Adjust discounts and credits
- Sales Order and its conversion
- Quotes – Convert to Sales order / Sales invoice
- Set Customer Terms
- Maintain Finance Charge

BANKING TRANSACTIONS
- Transfer Fund
- Write Check
- Make Deposit
- Use Register
- Account Reconciliation

INVENTORY MANAGEMENT
- Built Assembly
- Price Level
- Adjust Quantity on hand

- Physical Inventory worksheet

OTHER FEATURES
- Maintain Security System
- Maintain Budget
- Maintain Batch Invoice
- Change Item Price
- Find Transactions
- Backup / Restore (Not possible in Cloud Trail)
- Year-end Process
- Reports

MODULE - 3

E-ACCOUNTING

ENTERPRISE RESOURCE PLANNING
- Introduction to ERP System
- Importance and Functions of ERP System
- New Trends in ERP System
- Cloud Deployment
- Digital Transformation – Benefits and Types
- Mobile ERP
- Role of Mobile ERP in Digital Transformation
- Artificial Intelligent
- Predictive Analytics
- Internet of Things (IOT)

MODULES IN ERP SYSTEM
- Finance Module
- HR Modules
- Supply Chain Modules – New Trends
- Customer Relationship Management Module
- Procurement (Purchase) Module
- Sales & Marketing Management Module
- Production Module
- Warehouse Management Module
- Business Intelligent Module
- Workflow Management Module
- Benefits & Role of ERP Modules in business industries.

ERP MARKET PLACES

- ERP Market Analysis
- ERP Software Market
- Benefits of ERP Market Place Integration.

E-BUSINESS

- Introduction to E- Business
- Advantages and Limitations of E- Business
- Types of e- Business
- Components of e-Business.
- Modern Marketing concern
- Marketing concepts – Characteristics, Implementation and Benefits.

DIGITAL TECHNOLOGY

- Digital Technology – Introduction
- Benefits of Digital Technology
- Types of Digital Technology
- Digitalization in Business
- Consumer Behaviors in Digitalization era
- Challenges for business in adapting to digital consumer behavior.
- Adaption of Consumer Behavior in digitalization age
- Advantages of digitalization in business.

DIGITAL BANKING

- Introduction to digital banking
- The evolution of Digital Banking
- Opportunities and Challenges in Digital Banking Industry
- Challenges in Digital Banking
- Digital Payments
- Types of Digital Banking Payments
  - ❖ Bank Cards:
  - ❖ USSD (Unstructured Supplementary Service Data)
  - ❖ Aadhaar Enabled Payment System (AEPS)
  - ❖ Unified Payments Interface (UPI)
  - ❖ Mobile Wallet
  - ❖ Banks Pre-Paid Cards
  - ❖ Point of Sale
  - ❖ Payment processing
  - ❖ Internet Banking
  - ❖ Mobile Banking
  - ❖ Card less ATMs

- Withdrawal Money from an ATM Without a Card
- Digital Banking and future
- Digital Banking: Trends and Innovations
- The Role of AI in Digital Banking and Customer Support
- Boosting Sales in Digital Banking with AI
- Challenges in Adopting AI & ML in Banking
- The Generative AI Impact

FINANCIAL TECHNOLOGY (FINTECH)

- Understanding Fintech
- Definition of FinTech
- How does FinTech Works
- Fintech trends in India: 2024
- New Trends in 2024
- Nature of FinTech
- Types of FinTech
    - ❖ Blockchain and Cryptocurrency
    - ❖ Insurance (InsurTech)
    - ❖ Regulatory (RegTech)
    - ❖ Lending (LendTech)
    - ❖ Payments (PayTech)
    - ❖ Trading (TradeTech)
    - ❖ Personal Finance Management (WealthTech)
    - ❖ Crowdfunding
- The Evolution of Fintech and Its Future Impact
- Robot-based Advice and Stock Trading
- Components of a Robo-Advisor.