

 **From Accounting To ERP**



**www.sharda.weebly.com**

Courses – Certified e- Accounts Professional [Duration: 6 months]



 **e-accounting**

E-accounting is the application that is based on online or Internet technologies to the business accounting function, which uses a single database between the client and the outsourced accounting firm.

E-accounting helps concentrate on the core activities and avoid costs associated with traditional accounting software such as installation, upgrades, backup and disaster recovery.The advantages of e-accounting greatly overweigh the disadvantages.

**Module – I** **Perfect Office**

Windows, MS Office 2007 - Word, Excel (special emphasis on MIS Reports), Power Point, Access, Outlook Express, Internet, E-Ticketing, E-Banking, E-Mail etc.

**Income tax**

**Module - II**

**"e" filing of Income tax Course Module includes**



Introduction to Income Tax.



Brief about Various Sources of Income (with illustrations).



Introduction of 'e' Filing of Income Tax Returns Generation of IT Form ITR 01(SAHAJ), ITR 02 ,ITR 03, ITR 04, ITR 4S(SUGAM), ITR 05 and ITR06.



How To Register PAN,TAN,TIN and DIN online or manual with Practical illustration in Class Room.



Practical exposure to www.incometaxindiaefiling.gov.in portal. How to file Return Electronically on portal with or without Digital Signature Certificate.



How to Pay Tax online through Net Banking. How to Generate challans online or Manual



Preparation of schedule VI B/S & P&L A/C. with Import Balance Sheet and Profit and Loss A/c from TALLY. How to view Tax Credit through 26AS



How to prepare Electronic Return through Web-e-TAX Software - A Practical demonstration. Practical workshop for Student for preparing income Tax Returns on their own.



Software installation and brief about technical issues.

**Module - III** **TDS**

**"e" filing of TDS Course Module includes**



How to compute Tax computation of a Salaried person with detailed theory of Salary head. Preparation of TDS Return Quarterly



How to maintain Form 24Q,26Q,27Q,27EQ, &27A online or manual



Know about different section related to payment on Salary and Other Than salary.



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How to deposit tax Online Challan 280 and 281 (income tax and TDS ) How to issue salary certificate form 16,12BA.In other form 16A &27D How to generate FVU file to upload Returns in TDS Department



How to Register TAN Online for Revise Return and download form 16A from NSDL. How to upload 15CA form in case of NON Resident Payment.



Form 24G for Govt. Deductors .

How to issue Form 15G/H for lower deduction cases.



Practical workshop for students for 'e' Filing of TDS Returns on their own. Steps after preparation of Return.

**Module - IV** **VAT**

**"e" filing of VAT Course Module includes**



Introduction to VAT



Sales Tax/VAT Flow Chart. Entities Liable to Get Registered.



Applicability of VAT. VAT Rates and method of Computation of VAT. Provisions Related to Input Tax Credit and Set Off.



Periodicity of VAT Returns.



How to Prepare Return of Monthly/ Quarterly Return of DVAT and CST How to upload Annexure 2A, 2B & 2C online with the help of Excel sheet. Online Return Upload on Department websites .



Introduction to Various types of Forms like form 'C','F', 'I', 'J' and 'H' etc.



Various Forms like TDS certificate & TDS Return, DVAT 30 & 31 ,DVAT 51 and 55, DVAT 48 with 43

**Module - V** **Service Tax**

**"e" filing of SERVICE TAX Course Module includes**



Introduction of Service Tax.



E return & Automatic uploading on Deptt. Websites.



Forms ST-1, ST-2,ST-3A, ST-4, ST-5, ST-6, ST-7,Forms AAR-ST, ASTR1 & ASTR2.



Practical exposure to ACES (e-portal of CBEC for Central Excise and Service Tax Assessee) . How to

file Return Electronically



Generation of GAR -7 challan (e- payment of Service Tax )



Report for cenvat credit.



Calculation of Interest on delayed payments .





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|  | **From Accounting To ERP** |
| **Module - VI** | **Spoken English & PDP** |  |

Grammar, Vocabulary Building, Pronunciation, Communication, Listening & Comprehension, Real Life Scenarios, BBC News Stories, Interview Skills, Special Classes on PDP (Body Language) etc.