Diploma of Financial Accounting

Duration:

Pre-requites: Basic Computer Skills

Introduction to MS Excel and Understanding Basic Working with it

- Introduction to MS Excel, Quick Review on MS Excel Options, Ribbon, Worksheets and Toolbar
- Difference Between Excel 2003, 2007, 2010 and 2013
- Saving Excel File as CSV, Macro Enable Sheet, PDF and Older Versions
- Using Excel Shortcuts with Full List of Excel Short Cuts
- Copy, Cut, Paste, Hide, Unhide, Delete and Link the Data in Rows, Columns and Sheets
- Using Paste Special Options
- Formatting Cells, Rows, Columns and Sheets
- Protecting & Unprotecting Cells, Rows, Columns and Sheets with or without Password
- Page Layout, Themes, Background and Printer Properties
- Inserting Pictures, Hyperlinks, Header/Footers, Shapes and Other Objects in Worksheets

Working with Formulas/Functions

- **Lookup and Reference Functions:** VLOOKUP, HLOOKUP, INDEX, ADDRESS, MATCH, OFFSET, TRANSPOSE etc
- **Logical Function:** IF / ELSE, AND, OR, NOT, TRUE, NESTED IF/ELSE etc
- **Database Functions:** DGET, DMAX, DMIN, DPRODUCT, DSTDEV, DSTDEVP, DSUM, DVAR, DVARP etc
- **Date and Time Functions:** DATE, DATEVALUE, DAY, DAY360, SECOND, MINUTES, HOURS, NOW, TODAY, MONTH, YEAR, YEARFRAC, TIME, WEEKDAY, WORKDAY etc
- **Information Functions:** CELL, ERROR.TYPE, INFO, ISBLANK, ISERR, ISERROR, ISEVEN, ISLOGICAL, ISNA, ISNONTEXT, ISNUMBER, ISREF, ISTEXT, TYPE etc
- **Math and Trigonometry Functions:** RAND, ROUND, CEILING, FLOOR, INT, LCM, MOD, EVEN, SUMIF, SUMIFS etc
- **Statistical Functions:** AVEDEV, AVERAGE, AVERAGEA, AVERAGEIF, COUNT, COUNTA, COUNTBLANK, COUNTIF,FORECAST, MAX, MAXA,MIN, MINA, STDEVA etc
- **Text Functions:** LEFT, RIGHT, TEXT, TRIM, MID, LOWER, UPPER, PROPER, REPLACE, REPT, FIND, SEARCH, SUBSTITUTE, TRIM, TRUNC, CONVERT, CONCATENATE, DOLLAR etc

Conditional Formatting

- Using Conditional Formatting
- Using Conditional Formatting with Multiple Cell Rules
- Using Color Scales and Icon Sets in Conditional Formatting
- Creating New Rules and Managing Existing Rules

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Data Sorting and Filtering

- Sorting Data by Values, Colors, etc
- Using Filters to Sort Data
- Advance Filtering Options

Pivot Tables

- Creating Pivot Tables
- Using Pivot Table Options
- Changing and Updating Data Range
- Formatting Pivot Table and Making Dynamic Pivot Tables

Pivot Charts

- Creating Pivot Charts
- Types of Pivot Charts and Their Usage
- Formatting Pivot Charts and Making Dynamic Pivot Charts

VBA Macro

- Introduction to VBA Macro
- Recording Macro & Understanding Code Behind
- Editing, Writing VBA Code and Saving as Macro or Add-In
- Adding Add-Ins in Excel

Basic Accounting

- What's Accounts?
- Types of accounts.
- Basic Accounting Concept
- Debit & Credit
- Golden rules of Accounting?
- Balance Sheet & Profit/Loss Accounts
- Assignment

Tally ERP (Accounting Features)

- Introduction to Tally

Diploma of Financial Accounting

- Company Creation
- Groups & ledgers Create & Alter
- Accounting Vochers (F4 : Contra to F10: Memorandum)
- Daily transation reports.
- Outstanding reports
- Practical Assignment

Tally ERP (Inventory Features)

- Introduction to Inventory Management
- Stock Group, Stock Category, Stock Items & Units of Measure
- Inventors Vocher (Purchase order, sales order, Challan, bills)
- Invoicing return's (Debit Note/Credit notes & Rejection IN/OUT)
- Daily Stock & Order Books Report

Tally ERP (Taxation Features)

- Introduction to TDS (Tax Deducted at Source)
- TDS Return & Challan
- Introduction to TCS (Tax Collected at Source)
- TCS Return & Challan
- Introduction to GST (Good & Service Tax)
- Income Tax Return
- Practical Assignment with GST

Tally ERP (Advanced Feature)

- Budget
- Interest Calculation
- Import & Export
- Bills of Material
- Point of Sales

Compound Unit etc.