

Pro.DIFFA

PROFESSIONAL DIPLOMA IN INDIAN
& FOREIGN FINANCIAL ACCOUNTING

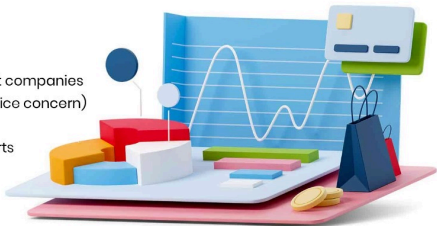
Office Management

- Fundamentals and Office Automation
- MS windows and Quick key board
- MS Word, Excel, PowerPoint, and Project

Manual Accounting

Tally Prime

- Company creation
- Recording day to day business transactions in different companies (Different companies eg:- Trading, Manufacturing, Service concern)
- General ledger
- Inventory creation, recording and stock valuation reports
- Report checking and accounts finalization
- Accounts payable and receivables
- Bank reconciliation
- Foreign currency creation and valuation



- Manufacturing
- Payroll (basic pay, DA, HRA, EPF, ESIC, Overtime, Professional tax etc)
- GST, TDS (Calculation, Recording, Setting of tax, Payment entry)
- Statutory reports
- GCC Vat
- Domestic transaction
- RCM (Intra GCC and outside GCC transaction)
- Setting of input vat and output vat
- Vat payment entry
- Vat filing (vat 201)

Project works in Tally Prime

- Retail and super market accounting
- Textiles accounting
- Service institutional accounting
- Construction accounting
- Manufacturing company accounts

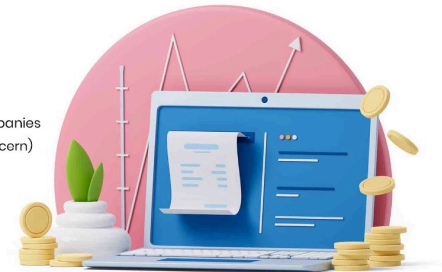


Quick Books

- Company creation
- Recording day to day business transactions in different companies (Different companies eg:- Trading, Manufacturing, Service concern)
- General ledger
- Inventory creation, recording & stock valuation reports
- Report checking and accounts finalization
- Accounts payable and receivables
- Bank reconciliation
- Manufacturing

Sage 50 (Peachtree)

- Company creation
- Recording day to day business transactions in different companies (Different companies eg:- Trading, Manufacturing, Service concern)
- General ledger
- Inventory creation, recording & stock valuation reports
- Report checking and accounts finalization
- Accounts payable and receivables
- Bank reconciliation
- Manufacturing



Zohobooks

- Company creation
- Recording day to day business transactions in different companies
(Different companies eg:- Trading, Manufacturing, Service concern)
- General ledger
- Inventory creation, recording & stock valuation reports
- Report checking and accounts finalization
- Accounts payable and receivables
- Bank reconciliation
- GST & TDS
- Foreign currency creation & valuation

Statutory program

- GST
 - ▶ GST registration
 - ▶ GST return filing (GSTR1, GSTR3B, CMP08)
 - ▶ EWAY bill
 - ▶ E- invoicing
- TDS/TCS computation
- E-PAN generation
- Income tax return filing
- EPF and ESIC
- Digital signature certificate DSC





AN ISO 9001-2015 CERTIFIED COMPANY

Corporate Office: No. 675/3, MKK Road, 20th Cross, 2nd Block, Rajaji Nagar, Bengaluru - 560 010

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