

Advance Diploma in Financial Accounting System (ADFAS)

| Course Module | Module Details |
|----------------------------|---|
| Payroll System | <ol style="list-style-type: none"> 1) Introduction to Payroll 2) Record Keeping 3) Employee Records 4) Salary Payments 5) Deductions 6) Pay slips 7) Tax Considerations 8) Dealing With Outside Contractors 9) Sick and Maternity Leave 10) Dealing With Errors 11) Payroll Software |
| Taxation, TDS and e-return | <ol style="list-style-type: none"> 1) To provide working knowledge of framework of taxation system in India. 2) To provide thorough knowledge of various concepts and their application relating to direct tax laws with a view to integrating the relevance of these laws with financial planning and management decisions. 3) To provide thorough knowledge of laws and practices of indirect taxes viz. central excise, services tax, customs and central sales tax in all aspects including tax planning and management. |
| Accounting Software "Busy" | <ul style="list-style-type: none"> • Financial Accounting (Multi-Currency) Inventory Management (Multi-location) Production / Bill of Material • Sales / Purchase Quotations • Sales / Purchase Order Processing Fully User-configurable Invoicing • User-configurable Documents / Letters User-configurable Columns in Reports CST / VAT Reports (State-specific) Mfg / Trading Excise Registers • MIS Reports and Analysis |
| Accounting Software ACE | <p>Computerised Accounting – ACE</p> <ul style="list-style-type: none"> • Installing New Account (creating a new company) • Creation , Modification and Deletion - Group and Ledger • Accounting Voucher and Inventory Entries • VAT – Accounting Entries • Cost-Centre • Finalisation of Accounts |