

The logo for Indian Financial Academy (IFA) features the lowercase letters 'ifa' in a white, sans-serif font on a black background. A small red square is positioned above the 'i', and a larger red square is to the right of the 'a'.

Indian Financial Academy

Since **January** 2008

The logo for webtel ACADEMY features the word 'webtel' in a blue, lowercase, sans-serif font with a yellow house-like shape above the 'e'. Below it, the word 'ACADEMY' is written in a blue, uppercase, sans-serif font. A graduation cap icon is positioned to the right of the text.The logo for Tally academy features the word 'Tally' in a bold, black, sans-serif font on a white background. Below it, the word 'academy' is written in a blue, lowercase, cursive font on a blue background. The website address 'www.tallyacademy.in' is written in a small, black, sans-serif font at the bottom.

Get ready for E-Accounting Course

About US

Welcome to IFA

IFA-Indian Financial Academy is promoted by a group of professionals (Chartered Accountants and MBA's) started its journey in 2008. The group has in depth experience in the field of Finance & Accounts. We take pride in claiming that we stand amongst the best institute in India. IFA has carved a niche for itself in very short span of time with unique updated curriculum, eye catching infrastructure and advanced study material. IFA has been ranked for providing value for money services which makes it stand apart.

Mission IFA

Our mission is to empower the youth in the field of Accounts & Finance and make them Job Ready professional by providing the highest quality Training with fully practically oriented approach and achieve the highest satisfaction of the youth and working professionals in professional Accounting by providing requirement based courses, helping them to achieve career objectives.

Vision IFA

Through the efforts of a dedicated faculty & Management Team of professionals, our vision is to make IFA a world class institute having presence in Pan India and to provide services to unemployed youth for better tomorrow. Our aim is to provide Customized, Affordable, Consistent, Effective courses for all students of IFA and also to provide them a well build job platform

Why IFA

IFA offers courses & training in diverse domains for graduates, undergraduates, senior secondary pass outs in any stream. Our Courses help students to boost their career and get the placement in the field of accounts, industrial accounting, and bookkeeping.

Our courses help students for longer future as our courses are designed in relevance to rapidly evolving accounting systems in market place. Our course module is also very much focuses on helping professionals to upgrade their interpersonal skills, interview skills and English language command.

Our Job oriented courses help improves skill on consistent basis with the help of more emphasis on practical lab sessions which build confidence & expertise for the "IFians" tomorrow.

Programs and courses:

- **Diploma in Industrial Accounts (DIA)**
- **Certified Accounts Executive (CAE)**
- **Shining Star Accountant (SSA)**
- **Tally ERP 9 with GST (Certified by Tally Academy)**
- **E-Taxes (Certified by Webtel Academy)**

Diploma in Industrial Accounts (DIA)

Course Duration: 1 year

Semester-1

- **Module 1: Basics and Advance Computers**
 - i. Knowledge of Window (Notepad , Wordpad , Ms Paint)
 - ii. Basic Hardware
 - iii. Ms.office Training (Advance Excel , Outlook , PPT , Access , Outlook)
- **Module 2: Internet Application**
 - i. Internet browsing
 - ii. How to create E-mail id.
 - iii. Corporate E-mails
 - iv. E-Banking
 - v. E-wallet.
 - vi. How to operate Google Drive
- **Module 3: Fundamental of Accounting**
 - i. Golden Rules
 - ii. Journal Entries
 - iii. Accounting Books
 - iv. Ledgers
 - v. Preparation of trial Balance
 - vi. Bank Reconciliation Statement
 - vii. Preparation of Trading & Profit & loss A/c
 - viii. Calculation of Depreciation

➤ **Module 4: Direct Taxes**

i. Income Tax Assignment

- ✓ Introduction of income tax
- ✓ Computation and e-filing of itr-01
- ✓ Computation and e-filing of itr-02(cg and agriculture)
- ✓ E-filing of ITR-02 through web-e tax software
- ✓ Computation of PGBP(proprietor) and e-filing of ITr-03
- ✓ Computation of presumptive income and e-filing of ITr-04(Sugam)
- ✓ Computation of partnership firm and e-filing of ITr-05
- ✓ Companies returns with Itr-06
- ✓ Online – Pan filing & Registration

ii. Tds Assignment

- ✓ Tds Introduction and process
- ✓ Payment to other than salary-26Q
- ✓ Tds Return-26Q
- ✓ Salary Components with payroll
- ✓ Tds Return -24Q
- ✓ Tax Collection at sources
- ✓ Payment to non-resident -27Q
- ✓ About traces website-www.tdscpc.gov.in
- ✓ Interest and penalty
- ✓ Tds on property
 - E-tax payment on subsequent date
 - Tds on rent of property
- ✓ Tan (tax deduction and collection account number)

➤ **Module 5: Indirect Taxes (GST)**

- i. Introduction –Goods & Services (GST)**
- ii. Type of Gst and tax Payer**
- iii. Scope of supply , place and time of supply and invoice**
- iv. Input tax credit (ITC)**
- v. Gst Portal (www.gst.gov.in)**
- vi. Registration – Migration and new user**
- vii. Composition scheme and gst**
- viii. RCM-Reverse charge mechanism**
- ix. E-way bill and gst**
- x. Computation and practical assignment**
- xi. Incorporation & E-filing of Company**

➤ **Module 6: Company Law & Labour Law & ROC**

- i. Gratuity Act 1972**
- ii. Partnership**
- iii. Employee State Insurance Act**
- iv. The Payment Of Negotiable Act 1881**
- v. Employee Provident Funds and Miscellaneous Provisions**
- vi. Company Law**
- vii. Company Incorporation , Its Memorandum & Articles of Association**
- viii. Directors**
- ix. Meeting**
- x. Ministry Of Company Affairs**

➤ **Module 7: Tally ERP.9 with GST (Accounting Software)**

i. Volume -1

✓ **Tally ERP Fundamentals**

- **Basic Of Accounting**
- **Tally.ERP 9 Fundamentals**
- **Accounting Masters in Tally.ERP 9**
- **Inventory Masters in Tally.ERP 9**
- **Voucher Entry in Tally.ERP 9**
- **Recording Transaction as Sample Date**
- **Display and Reports**

ii. Volume -2

✓ **Accounting Executive**

- **Bill Wise Details in Tally . ERP 9**
- **Price Levels and Price List**
- **Actual and Bill Quantities**
- **Bill of Material**
- **Stock Valuation / Costing Methods**
- **Interest in Tally . ERP 9**
- **Cost Centres in Tally. ERP 9**
- **Security Control in Tally. ERP 9**
- **Recoding Transaction as Sample Date**

iii. Volume -3

✓ **Taxation Master**

- **Goods and Service Tax (For Goods)**
 - **What is GST**
 - **Structure of GST**
 - **Registration of GST**
 - **Type of Returns**
 - **Configuring GST in Tally.ERP 9**
 - **Creating Masters in Tally . ERP 9**
 - **Entering Regular Transactions in Tally . ERP 9**
 - **Accounting for returns of the goods**
 - **Rate Difference in purchase and sale**
 - **Nil Rate Transactions Under GST**
 - **Purchase from unregistered Dealers**
 - **Inter-State sale and purchase**
 - **Transaction with multi GST rate and multi inventory**
 - **Export sales**
 - **Adjustment toward Tax Credit under GST**
 - **Payment of GST**
 - **GST Reports**
- **Goods and Service Tax (For Services)**
 - **Introduction**
 - **Configuring Service Tax in Tally.ERP**
 - **Creating GST Ledgers**
 - **Recording of Transaction**
 - **Purchase of Service Tax (Local)**
 - **Purchase of Service Tax (Out of state)**
 - **Sale of Service Tax (Local)**
 - **Sale of Service Tax (Out of state)**
 - **Inward Supply under Reverse Charge**
 - **Accounting for advance receipt**

- Accounting for opening service tax
- Adjustment of Input Service tax credit
- Payment of goods and service tax
- Goods and service tax Reports
- ✓ Tax Deducted at Source (TDS)
 - Introduction
 - Configuring TDS in Tally . ERP 9
 - TDS Statutory Masters
 - Recording Transactions in Tally . ERP 9
 - Booking Expenses and Deducting TDS
 - Booking Expenses and Deducting TDS Later
 - TDS Deduction at Lower Rate
 - TDS Deducting on Advance Payment
 - Payment of TDS
 - TDS Reports

IV. Volume -4

- ✓ Payroll Management
 - Introduction
 - Configuring Payroll in Tally.ERP 9
 - Company Setup
 - Enable Payroll
 - Enable Payroll Statutory Features
 - Payroll Configuration
 - Payroll Print Configuration
 - Creating Payroll Masters
 - Five Easy Steps for Payroll
 - Employee Setup
 - Payroll Setup
 - Payroll Master
 - Pay Head
 - Deduction Pay Heads
 - Gratuity
 - Salary Details Setup
 - Processing Payroll in Tally . ERP 9
 - Accounting For Pf Contributions
 - Accounting for Employer ESI Contributions
 - Accounting For Income Tax
 - Payment of Professional Tax
 - Payroll Reports
 - Expat Reports
 - Payroll Statutory Reports.

➤ Module -8: Busy 18 (Accounting Software)

- I. Company Features
- II. Features / Options
- III. Administration
- IV. Masters
- V. Item Master
- VI. Transactions
- VII. Display
- VIII. Tax Deducted at Source
- IX. Cost Centre
- X. GST
- XI. TDS
- XII. Manufacturing

- **Module -9: Banking & Auditing**
 - I. Cheque preparation
 - II. Deposit Slips
 - III. NEFT/RTGS/IMPS
 - IV. Type Of Bank
 - V. Function Of Bank
 - VI. RBI Introduction
 - VII. Ration Analysis
 - VIII. Concept Of Audit
 - IX. Role Of Auditor
- **Module -10: Insurance & Share Marketing**
 - I. Type Of Insurance
 - II. Explanation of Each Insurance
 - III. Type of Life Insurance
 - IV. Concept of Shares
 - V. Trading of Share
 - VI. Stock exchange
 - VII. SEBI Marketing Index
 - VIII. Duet Account's
 - IX. Mutual Funds.

Software Used Doing Training

