



IFA- Indian Financial Academy
C-9/119, 1st Floor, Sector-8, Rohini, Delhi-110085
Contact: 9899982600; 7290822332



Since January, 2008

Accountant for Today and Tomorrow

About Us

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.



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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)

DIPLOMA IN INDUSTRIAL ACCOUNTS (DIA)

Course Duration: 1 year

- **Module 1: Basics and Advance Computers**
 - ✓ Windows Software
 - Notepad
 - WordPad
 - ✓ Microsoft Office Software
 - Microsoft Paint
 - Microsoft Word
 - ✦ Text Formatting
 - ✦ Word Art
 - ✦ Find and Replace
 - ✦ Cover Page
 - ✦ Table Formatting
 - ✦ Picture Formatting
 - ✦ Hyperlinks and Bookmarks
 - ✦ Headers and Footers
 - ✦ Margins and Layouts
 - ✦ Page Border and Watermark
 - ✦ Indexation



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- ✦ Mail merge
- ✦ Applying Password
- ✦ Macros
- Microsoft Power Point Presentation
 - ✦ Animations And Transition
 - ✦ Slides Show
- Microsoft Excel
 - ✦ Condition Functions (5)
 - ✦ Financial Functions (15)
 - ✦ Statistical Function (MIS Reporting) (10)
 - ✦ Lookup Functions (15)
 - ✦ Text Functions (15)
 - ✦ Round Function (5)
 - ✦ Date and Time Function (7)
 - ✦ Mathematical Function (15)
 - ✦ GST Calculations
 - ✦ Indirect Formula
 - ✦ Frequency
 - ✦ Petty Cash Book
 - ✦ How to calculate actual Salary?
 - ✦ Menu Bar/ Macros
 - ✦ Student List
 - ✦ Bank Draft
 - ✦ Inventory
 - ✦ Payroll
 - ✦ Conditional Formatting
 - ✦ Pivot Tables
 - ✦ Staff attendance sheet

➤ **Module 2: Internet Application**

- ✓ Internet Browsing
- ✓ How to create E-mail ID.
- ✓ Corporate E-Mails
- ✓ E-Banking
- ✓ E- Wallet
- ✓ How to operate Google Drive
- ✓ Any Desk
- ✓ Google Applications

Since January, 2008

- ✓ Bulk SMS Whatsapp

➤ **Module 3: Fundamental of Accounting**

- ✓ Golden Rules
- ✓ Journal Entries
- ✓ Accounting Books
- ✓ Ledgers
- ✓ Preparation of Trial Balance
- ✓ Bank Reconciliation Statement
- ✓ Preparation of Trading & Profit & Loss A/C
- ✓ Calculation of Depreciation
- ✓ Balance Sheet Review/Analysis

➤ **Module 4: Direct Taxes**

- ✓ Income Tax
 - 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
 - Computation of partnership firm and e-filing of ITr-05
 - Companies returns with Itr-06
 - Online – Pan filing & Registration
- ✓ Tax Deducted at Source (TDS)
 - 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)

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➤ **Module-5: Goods and Services Tax (GST)**

- ✓ Introduction –Goods & Services (GST)
- ✓ Type of GST and tax Payer
- ✓ Scope of supply , place and time of supply and invoice
- ✓ Input tax credit (ITC)
- ✓ GST Portal (www.gst.gov.in)
- ✓ Registration – Migration and new user
- ✓ Composition scheme
- ✓ RCM-Reverse charge mechanism
- ✓ E-way bill and GST
- ✓ Computation and practical assignment
- ✓ Incorporation & E-filing of Company

➤ **Module 6: Labour and Company Laws**

- ✓ Payment of Gratuity Act, 1972
- ✓ Indian Partnership Act, 1932
- ✓ Employee State Insurance Act, 1948
- ✓ The Payment of Negotiable Act, 1881
- ✓ Employees Provident Funds and Miscellaneous Provisions Act, 1952
- ✓ Company Law (Amended 2017)
 - Company Incorporation
 - Its Memorandum & Articles of Association
 - Directors
 - Meeting
 - Ministry Of Company Affairs

➤ **Module 7: Accounting Software**

- ✓ Tally Prime
 - **Volume-1: Tally Fundamentals**
 - ❖ Basic of Accounting
 - ❖ Tally Fundamentals
 - ❖ Accounting Masters in Tally
 - ❖ Inventory Masters
 - ❖ Voucher Entries
 - ❖ Recording Transactions as Sample Data
 - ❖ Display and Reports
 - **Volume-2: Accounting Executive**
 - ❖ Bill Wise Details



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- ❖ Price Levels and Price List
- ❖ Actual and Billed Qty.
- ❖ Bill of Material
- ❖ Stock Valuation/Costing Methods
- ❖ Interest Calculation
- ❖ Cost Centers
- ❖ Security Control
- ❖ Scenario Management
- ❖ Budget Control
- ❖ Bank Reconciliation
- ❖ Job order Processing
- ❖ Job Costing
- ❖ Multi -Currency
- ❖ Recording Transaction as Sample Data
- ❖ Display and Reports
- **Volume-3: Taxation Masters**
 - ❖ Goods and Services Tax (For Goods)
 - What is GST?
 - Structure of GST
 - Registration of GST
 - Types of Returns
 - Configuring GST
 - Creating Masters
 - Entering Regular Transactions
 - Accounting for returns of the goods
 - Rate Difference in Purchase and Sale
 - NIL rated transactions under GST
 - Purchases from unregistered Dealers
 - Inter-State Sales and Purchases
 - Transaction with multi GST rate and multi inventory
 - Export Sales
 - Adjustment toward Tax Credit under GST
 - Payment of GST
 - GST Reports
 - ❖ Tax Deducted at Source (TDS)
 - Introduction
 - Configuring TDS
 - TDS Statutory Masters



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- Recording Transactions
- Booking Expenses and Deducting TDS
- Booking Expenses and Deducting TDS Later
- TDS Deduction at Lower Rate
- TDS Deduction at Zero Rate
- Deduction TDS on Advance Payment
- Payment of TDS
- TDS Reports
- ❖ Goods and Services Tax (For Services)
 - Introduction
 - Configuring
 - Creating GST Ledgers
 - 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 receipts
 - Accounting for Opening service tax
 - Adjustment of Input Service Tax Credit
 - Payment of Goods and Services Tax
 - Goods and Services Tax Reports
- **Volume 4: Payroll Management**
 - ❖ Configuring Payroll
 - Company Setup
 - Enable Payroll
 - Enable Payroll Statutory Features
 - Payroll Configuration
 - Payroll Print Configuration
 - ❖ Creating Payroll Masters
 - Five easy steps for Payroll
 - Employee Setup
 - Payroll Masters
 - Pay Head
 - Deduction Pay Heads
 - Gratuity
 - Salary Details Setup
 - ❖ Processing Payroll



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- Attendance Vouchers
- Payroll Vouchers
- ❖ Accounting for PF Contributions
 - Employees' Pension Scheme
 - Employees' Deposit Linked Insurance scheme
 - Create Employer PF Contribution Masters
 - Salary Details Setup
 - Processing Employer PF Contribution
 - Processing of Provident Fund
 - Print PF Challan
- ❖ Accounting for Employer ESI Contributions
 - Creating Employer ESI Contribution Masters
 - Salary Details Setup
 - Processing Employer ESI Contribution
 - Payment of ESI
- ❖ Accounting for Income Tax
 - Configuring Income Tax Details
 - Creating Income Tax Masters
 - Creating TDS Ledger
 - Computing and deducting TDS
- ❖ Payment of Professional Tax
 - Processing professional tax payment
- ❖ Payroll Reports
 - Pay slip
 - Pay Sheet
 - Payroll Statement
 - Payment Advice
 - Payroll Register
 - Employee Profile
 - Employee Head Count
 - Employee Pay Head Breakup
 - Pay Head Employee Breakup
 - Attendance Sheet
 - Attendance Register
- ❖ Payroll Statutory Reports
 - Provident Fund Reports
 - Professional Tax Reports
 - Gratuity Reports

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- ✓ Busy (Accounting software)

➤ **Module 8 : Banking & Auditing**

- ✓ Cheque preparation
- ✓ Deposit slip
- ✓ NEFT/RTGS/IMPS
- ✓ Meaning of Bank
- ✓ Functions of Bank
- ✓ Types of Bank
- ✓ Types of Bank Deposit
- ✓ Introduction of RBI
- ✓ Types of LC'S
- ✓ Plastic Money
- ✓ Ratio Analysis
- ✓ Banking Terminology
- ✓ Meaning of Audit
- ✓ Meaning of auditor
- ✓ Concept of Audit
- ✓ Internal Audit
- ✓ Due Dates of Audit Reports & Forms
- ✓ Audit Evidence
- ✓ Objectives of Audit
- ✓ Role of Auditor

➤ **Module 9: Insurance and Share Market**

- ✓ Meaning of Insurance
- ✓ Type of Insurance
- ✓ Meaning of Life Insurance
- ✓ Insurance Terminology
- ✓ Type of Life Insurance
- ✓ General Insurance- Meaning & Types
- ✓ Meaning of Capital Market
- ✓ Type of Capital Market
- ✓ Meaning of Stock Exchange
- ✓ Type of Stock Exchange
- ✓ Working of Share Market
- ✓ Financial instruments
- ✓ Functions of SBI
- ✓ Market Index



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- ✓ Meaning of Portfolio Management
- ✓ Meaning of Bull Phase
- ✓ Meaning of Bear Phase
- ✓ Credit Rating
- ✓ Meaning of Mutual Funds
- ✓ Type of Mutual Funds

Extracurricular Activities:

1. Power Point Presentations
2. Group Discussions
3. English Classes
4. Outdoor Activities
5. Interview Skills
6. Personality Development Classes
7. Guest Lectures by Industries Experts
8. Different Competitions