

## TALLY & PRIME

### LEVEL 1 (recording and reporting)

Fundamentals of accounting  
Introduction to tally prime  
Maintaining charts of accounts  
Recording and maintaining accounts transactions  
Goods and service tax  
Banking  
Generating financial statements and MIS reports  
Data security  
Company data management

### LEVEL 2 (Accounts Payable and Receivable)

Storage and classification of inventory  
Accounts receivable and payable management  
Purchase and sales order management  
Tracking additional cost of purchase  
Goods and service tax  
Cost / profit centres management  
Budgets and scenarios  
Generating and printing reports

### LEVEL 3 (taxation and compliance)

Goods and service tax  
Tax deducted at source  
Management of business data  
Moving to the next financial year  
GST



### Eligibility

Nationality	: Indian
Age Limit	: No age limit for general courses
<b>Minimum qualification required</b>	
Post Graduate Diploma Courses*	: Any degree*
Advanced Diploma Courses	: Plus Two
Diploma & certificate courses	: Pass in 10th or equivalent course
.Net, Java, PHP Certificate courses	: Plus Two or equivalent / 3 Year Diploma in Engineering
Tally certificate courses	: Plus two
Diploma in foreign accounting (DFA)	: Plus Two or equivalent

### About C-Dit



C-DIT understands the necessity of extending technology to tap the vast human resource of the State and to help them translate their potential to bring about larger benefits for the State. The Technology Extension Division under Education and Training Group provides avenues to meet this requirement of the youth in the State. Offering a rich gamut of courses in association with C-DIT Educational Partners (CEPS) spread across all the districts is one of the major functional areas of this Division. With the CEPS numbering about 300, this Division holds the record of having the largest number of educational partners under any similar Government institution in the State. It has been conducting and administering as many as 14 IT Courses approved by State Government of Kerala (GO(P)No. 24/2011/P&ARD dated 11-08-2011 & GO(P) No. 25/2011/P&ARD dated 19-08-2011). The certificates issued by C-DIT are suitable for the appointments in public services. C-DIT also conduct courses in advanced programming technologies. As a part of fulfilling huge demand at trained accounting professionals, C-DIT in association with Tally Education Pvt. Ltd. is offering Tally Certification Programmes. The TED is also entrusted with the corporate training programmes for the specific target groups with the financial assistance of Govt. of India and other State Govt. departments. More details can be had from [www.tet.cdit.org](http://www.tet.cdit.org).

design ☎ 9037477720

Govt. Approved  
100% Job Oriented  
Courses

# SAP

BECAME AN  
**ACCOUNTING  
SPECIALIST**  
WITH  
**QUALITY  
EDUCATION**



## INFOCOM COLLEGE OF SCIENCE & TECHNOLOGY

Near Sreedharma Sastha Temple  
Kadapakkada, Kollam, Kerala 691008

☎ 0474276409 📞 09605500400

Follow us :



[infocomklm@gmail.com](mailto:infocomklm@gmail.com)



## SAP FICO

### MODULE I SAP FINANCE

Enterprises Structure  
Financial Accounting Global Setting  
General Ledger  
Accounting Documents  
Accounts Payable  
Accounts Receivable  
Tax- GST  
Cash Journal  
Bank Accounting  
Vendor Down payment  
Customer Down payment  
Payment term- Discount received  
Payment term- Discount allowed  
Dunning  
Automatic Payment program  
Asset Accounting  
Cross Code Company Creation  
Financial Statement Version  
**Module II SAP Controlling**  
General Controlling  
Cost Element Accounting  
Cost center Accounting  
Profit center Accounting

## SAP MM

SAP Introduction  
SAP Architecture  
ASAP Methodology  
SAP Navigation  
MM Procurement Process  
Organization Structure  
Master data  
Procurement Cycle  
Posting Period  
Fiscal Year Variant  
Posting Period Variant



## DIFFA

Tally prime  
**Level I** (Recording & Reporting)  
Fundamentals of accounting  
Introduction to tally prime  
Maintaining chart of accounts  
Goods and service tax  
Banking  
Generating financial statement and MIS report  
Date security  
Recording and maintaining accounts Transactions  
Company data management  
**Level II** (Accounts payable and receivable)  
Storage and classification of inventory  
Account receivable and payable management  
Purchase and sales order management  
Tracking additional cost of purchase  
Goods and service tax  
Cost/profit centers management  
Budgets and scenarios  
Generating and printing reports  
**Level III** (Taxation and compliance)  
Goods and service tax  
Tax Deducted at source  
Management of Business data  
Moving to the next financial year  
GST



## GCCVAT

Fundamentals of GCC VAT  
Basic GCCVAT Transactions of Taxable goods  
Intra and GCC Supply  
Advance GCCVAT Transactions  
Payment and returns

## PEACHTREE

Default settings  
General Ledger  
Account receivable  
Account payable  
Adding inventory  
Payroll  
Reports

## QUICK BOOKS

Default settings  
Sales bills  
Income and expenses  
Banking transactions  
Reporting in QuickBooks  
DACEASY  
Default settings  
Working with business centers  
Reporting and security

## MS Word

Advanced Excel & PowerPoint

