

Diploma in Advance Financial Accounts (DAFA)

1. Duration – 6 Months
2. Online Test-5
3. Final Exam – 1
4. Certificate with Mark sheet
5. Branch – Dankaur, G.B. Nagar

Registration Document

- ✓ Mark sheet – 10th/12th/Graduation/other
- ✓ Aadhar Card Photo Copy
- ✓ 2- Photo Passport size

Lal Bahadur Shastri Training Institute

Contact: 8192053598

Website: www.lbstidankaur.com

(Basic & Tally)

Computer Basic Syllabus

1. Computer Fundamentals

- What is Computer
- Types of Computer
- Hardware & Software
- Input & Output Devices
- Storage Devices
- Operating System Introduction
- File & Folder Management
- Computer Shortcut Keys

2. MS Paint

- Paint Interface Introduction
- Shapes, Brush, Color Tools
- Eraser, Fill & Text Tools
- Resize, Crop & Image Save

3. Notepad

- Basic Writing & Editing
- Text Alignment
- Saving & Opening Files

- Keyboard Shortcuts

4. WordPad

- Text Formatting
- Fonts & Paragraph Settings
- Insert Image & Date
- Page Setup & Printing

5. MS Word

- All Tab - Formatting
- Paragraph & Alignment
- Bullets & Numbering
- Table Creation & Formatting
- Insert Picture, Shapes, Header/Footer
- Page Layout, Page Border
- Printing & PDF Export

6. MS Excel

- Worksheet & Cell Basics
- Rows, Columns & Cell Formatting
- Basic Functions (SUM, AVG, MIN, MAX)
- Basic Formulas
- Table & Chart Introduction
- Sorting & Filtering

7. MS PowerPoint

- Presentation Basics
- Slide Layout & Themes
- Insert Text, Images & Shapes
- Animations & Transitions
- Slide Show & Printing

1. Basic Tally Syllabus

- Introduction to Tally

- Company Creation / Alter / Delete
 - Ledger Creation (Assets, Liability, Income, Expense)
 - Voucher Entry
 - Payment, Receipt, Contra, Journal
 - Sales & Purchase Entry
 - GST Basic Setup
 - CGST, SGST, IGST Ledger Creation
 - GST Billing
 - Stock Item & Unit Creation (Basic)
 - Bill-wise Outstanding
 - Printing Invoice & Reports
 - Day Book, Trial Balance, Ledger Overview
-

- Tally क्या है?
 - Tally Prime और ERP9 में अंतर
 - Company Creation / Alter / Delete
 - Tally Gateway, Menu समझना
-

2. Accounting Fundamentals

- Accounting Concepts (Debit-Credit Rules)
 - Voucher Types (Contra, Payment, Receipt, Journal, Sales, Purchase etc.)
 - Ledger Creation (Assets, Liability, Income, Expense)
 - Group Creation
-

3. Inventory Management

- Stock Group, Stock Category
 - Unit of Measure, Godown, Batch
 - Stock Item Creation
 - Reorder Level
 - Price List
 - Interest Calculation
-

💰 4. GST in Tally

- GST Concept
 - GST Registration Types
 - HSN / SAC Code सेट करना
 - GST Ledger Creation (CGST, SGST, IGST)
 - GST Voucher Entry (Sales/Purchase)
 - GST Invoice, E-Invoice
-
-

📈 5. Payroll & Salary

- Payroll Masters
 - Employee Creation
 - Salary Structure
 - PF / ESI Calculation
 - Payslip Printing
 - Attendance Sheet
-

📊 6. Cost Center & Cost Category

- Project-wise accounting
 - Department-wise profit analysis
 - Cost report
-

📄 7. MIS Reports

- Day Book, Ledger, Trial Balance
 - Profit & Loss, Balance Sheet
 - Cash Flow, Fund Flow
 - Inventory Reports
-

8. Security & Backup

- Import & Export Data
 - User Security Control
 - Password Protection
 - Tally Audit
-

9. Advance Features

- Tally Prime Shortcut Keys
 - Multi Location Inventory
 - Export/Import Excel Data
 - Printing Format Setup (Invoice, Ledger, Reports)
 - Email, Invoice PDF,
 - Logo Setting
 - Voucher Customize/ Group Customize
-