



**ACCOUNTANTS ACADEMY**



## ABOUT US

Ours is a venture by a compact team of Chartered Accountants, Professional Experts, Businessmen and Company Secretaries. This institution is envisaged to equip aspirants with systematic knowledge and awareness in practical accounting by imparting result oriented training in manual and computerized accounting. The Academy could so far provide job placements to those who have completed our course. On completing the course, one can definitely realize that the achieved result explicitly outweighs the time and the money spent.

**Here candidates get the opportunity to prepare the live accounts of business establishments by visiting those establishments directly or otherwise**

This helps them to gain experience and confidence as a virtual troubleshooter. Besides these, the candidates are instructed and trained by Chartered Accountants, Company Secretaries, Tax Practitioners, etc. The

training is programmed to provide vast knowledge in a wide spectrum ranging from trading, manufacturing, hire purchasing, financing, hospitals, schools, colleges to even film divisions.

**Once manual Accounting proficiency is attained, the candidate can easily achieve accounting knowledge in various accounting softwares**

The training program includes practical with latest versions of various computer accounting softwares. We provide Accounting Practice in Live reputed business establishments, Needless to say, that you will get a different experience in Accountants Academy than other institutes.

**For Bright future**

Build your career after completing plus two levels with a globally recognized certification that can really kick start your future.



## FEATURES

- Advisory body with eminent personalities.
- Congenial academic atmosphere.
- Multi numbered compulsory project to students for skill developments.
- Individual classes are given for each students.
- A unique "Total Development Programme" for equipping students to meet the challenges to develop professionalism.
- A complete practical oriented training in Accounting.
- Basic idea of Accounting.
- Placement information and assistance.
- Practice in different types of accounting like Trading, Non Trading, Manufacturing, Finance Companies, Hire Purchase etc..
- Admission for commerce and non commercial students.
- Assistance for practical training & Online classes
- Lectures by qualified professionals, Chartered Accountants, Company Secretaries, Tax Practitioners etc.
- Campus Selection.
- Seminars & Group Discussions
- Training Programmes - Interview Techniques and Personality Development

## PARTNERSHIP MODEL

### SAP

- Customized course content focussing on Basics of ERP, SAP Navigation and Key Finance concepts
- SAP learning program powered by SAP Success Factor Platform
- Simulation and "Try-Me"/ "Show Me" based Learning methodology
- Train-the Trainer (faculty) by cronos, student mentoring by faculty

### ACCA

- Direct Learning Centre Network in Collaboration with ACCA, an initiative of ISDC Professional Education
- Innovative Professional Education to develop skills for tomorrow
- Through ACCA, accessing an unrivalled global network of offices, learning providers, examination centers and employers
- Wherever go, ACCA is there to support career
- Can achieve a Bsc (Hons) degree in Applied Accounting, awarded by Oxford Brookes University, while work towards ACCA qualification.



## COURSE SYLLABUSES

### B.COM - FINANCE (UNIVERSITY OF CALICUT)

#### CA courses

- CPT, IPCC and Final classes

### ACCA (ASSOCIATION OF CHARTERED CERTIFIED ACCOUNTANTS)

- Knowledge Module
- Skill Module
- Professional module

EXAM PROCEDURE - ONLINE AND OFFLINE

(Study Materials included / ACCA - UK Certification)

### IFRS with ACCA Certification

#### SAP (SYSTEM APPLICATIONS PRODUCTS IN DATA PROCESSING)

- SAP Overview
- Creating Balance Sheet and Profit & Loss in SAP
- SAP FI and CO Overview
- Bank Accounts--- Reconciliation
- Accounts Payable-- Foreign Currency Revaluation, Regrouping for current & Non-Current assets, write backs
- Borrowings-- Treasury
- Retained Earnings -- Balance Carry forward
- Disclosures--- Bank Guarantees, Related Party

EXAM PROCEDURE - ONLINE

(Study Materials included / SAP Certification)

### IDCAF (INTERNATIONAL DIPLOMA IN COMPUTERIZED ACCOUNTING AND FINANCE)

- Basic and Advanced Accounting
- Practical Accounting
- Financial Accounting
- Computerized Accounting - Tally, ERP 9
- Additional Accounting Softwares – QuickBooks, Peachtree
- Microsoft Excel
- Professional Ethics for Accounting and Business
- IFRS with ACCA certification

EXAM PROCEDURE - ONLINE AND OFFLINE

(Study Materials included / IAAP - UK (International Association of Accounting Professionals) Certification)

### IDIFB (INTERNATIONAL DIPLOMA IN ISLAMIC FINANCE AND BANKING)

- Islamic Economic System
- Modes of Shari'ah - Complaint Transactions
- Islamic Banking Operations
- Governance and Regulation for Islamic Banking
- Insurance, Framework of Takaful, Takaful Business

EXAM PROCEDURE - ONLINE AND OFFLINE

(Study Materials included / IAAP - UK (International Association of Accounting Professionals) Certification)

### HDMCA (HIGHER DIPLOMA IN MANUAL AND COMPUTERIZED ACCOUNTING)

- Manual Accounting
- Computerized Accounting – Tally,ERP 9 and Peachtree

EXAM PROCEDURE - ONLINE AND OFFLINE

### ADMCA (ADVANCED DIPLOMA IN MANUAL AND COMPUTERIZED ACCOUNTING)

- Manual Accounting
- Computerized Accounting – Tally,ERP 9

EXAM PROCEDURE - ONLINE AND OFFLINE



## Tally.ERP 9

- Fundamentals of Tally
- All Accounting Features(General, Outstanding Management, Budgets, Scenarios, Cost Profit Centre Management, Banking Features)
- All Inventory Features(Invoicing, Orders, Storage & Classifications and other features)
- All Statutory Features(GST, VAT, CST, TDS, TCS, Service Tax, Central excise Duty, ESI, PF)
- Backup and restore, Data Synchronizing & Remote Access
- Foreign Exchange Transactions
- Security Control, Tally Audit, Export and Import
- Reconciliation and other Company Features

## Peachtree

- General Transactions
- Customers and Sales
- Vendors and Purchases
- Inventory and Services
- Employees and Payroll
- Banking and Company features

## Microsoft Excel

- General Features and formatting
- Formulas, Functions and Graphs
- Other Advanced Features

## QuickBooks

- General features
- Setting up Inventory Items and Other Items
- Basic Sales and using Price Levels
- Bank Accounts and Time Tracking
- Credit Card Accounts
- Assets and Liabilities
- Equity Accounts
- Company management

## E-Taxation

- TDS, TCS, Income Tax
- GST
- Annual Information return
- Balance Sheet, Form Manager, FM Tools
- Project Report Preparation(CMA)
- ROC Matters
- E- Filing procedures of all the above
- ESI , PF

## ADVISORY BOARD OF STUDIES

**CHEERAN VARGHESE FCA** | Chartered Accountant | Cheeran Varghese & Co. | Thrissur

**DR. V.K. VIJAYAKUMAR** | Investment Strategist | Geojit BNP Paribas

**PROF. RAVEENDRA NATH K.** | Former Pro Vice- Chancellor | University of Calicut

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**DR. MUHAMMED PALATH** | PhD in Islamic Economics | Board of Studies Member Islamic Finance | Karnataka State Open University

## OUR KNOWLEDGE PARTNER

**CHEERAN VARGHESE & CO.** | Chartered Accountants | Thrissur



# SAP FINANCE SYLLABUS

## SAP Overview (20 Hrs)

- Overview of ERP and SAP
- Navigation
- Procure to Pay Process
- Order to Cash Process
- Plan to Produce Process
- Hire to Retire Process

## SAP FI and CO Overview (40 Hrs)

- SAP Finance Organization Structure and Master Data
- General Ledger Accounting
- Accounts Payable business process
- Accounts Receivable business process
- Asset Accounting business process
- Bank related accounting business process
- Financial statement creation business process
- SAP Controlling Organization Structure and Master Data
- Planning in Management Accounting
- Accounting Logistics Integration
- Daily Postings in Management Accounting
- Period end closing in Management Accounting
- Analytics in Management Accounting

## Creating Balance Sheet and Profit & Loss in SAP (40Hrs)

- Concept of Accounting Standards & its mapping in SAP
- Concept of Multiple Currencies
- Concept of Consolidation - Group chart of accounts, country specific Chart of Accounts, Trading partner
- Financial Statement Version - BS, P&L
- Preparatory Process
- Opening & Closing accounting periods, MM periods & Special Periods
- Fixed Assets - Capitalization, depreciation & Physical verification by location, Indian IT depreciation by Block of assets
- Inventory Valuation - Stock valuation & balance sheet valuation for FIFO, Net Realizable Value
- Investments - Treasury
- Accounts receivable - Foreign currency Revaluation, Regrouping for Current & Non-Current assets, Confirmation of Balances, bad debts provision & Write offs
- Bank Accounts - Reconciliation
- Accounts Payable - Foreign Currency Revaluation, Regrouping for current & Non-Current assets, write backs
- Borrowings - Treasury
- Retained Earnings - Balance Carry forward
- Disclosures - Bank Guarantees, Related Party





## CORPORATE OFFICE THRISSUR

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