PROFESSIONAL CERTIFICATE IN AI INTEGRATED ACCOUNTING

DURATION: 300 Hours
TOTAL CREDITS: 10

COURSE SYLLABUS

Objective

The Professional Certification in AI Integrated Accounting equips students with a comprehensive understanding of AI tools and their seamless integration within MS Office Tools (Word, Excel, PowerPoint). Students will learn to leverage AI for enhanced data analysis, presentation creation, document editing, and automation, empowering them with essential skills for various office-centric roles and automates routine tasks in Accounting Tools such as data entry and invoice processing, reducing the risk of human error and helping accountants focus on more value-driven activities.

Exit Profile

- Expert in Handling MSO Tools with
- Gains more accuracy
- With the help of AI can forecast and perform strategic planning to improve the business.
- Gains to communicate effectively on complex data charts, graphs, and interactive dashboards.
- Knowledge to Integrate MSO tools with other tools and automate tasks.
- Knowledge to Integrate with other tools and automation tasks**.**

Career Path

- Accounting Automation Specialist
- AI-Driven Accounting Analyst
- Business Process Automation Consultant
- Financial Systems Analyst
- Smart Office Solutions Architect
- Accounting Systems Developer

Course Outline

Course Name:	PROFESSIONAL CERTIFICATE IN AI INTEGRATED ACCOUNTING	Duration:	300 H
Module	Topic	Duration.	Total Duration.
Module - I	MS OFFICE	72	90 H
	AI WITH WORD, EXCEL & POWERPOINT	18	
Module - 2	ADVANCED EXCEL	30	30 H
Module - 3	BASIC ACCOUNTING	18	150 H
	TALLY ESSENTIAL COMPREHENSIVE	90	
	ZOHO BOOKS	24	
	GST FILING	18	
Module - 4	POWER BI	30	30 H

Course in Detail

MODULE - 1

MS OFFICE WITH AI

MS OFFICE

MS WORD

- Creating a Microsoft Word Document

  - ❖ Starting Microsoft Word
  - ❖ Saving a Document
  - ❖ Importing a File
  - ❖ The Status Bar
  - ❖ Closing a Document

- The Ribbon
  - ❖ Introduction to Ribbon
  - ❖ Tabs
  - ❖ Commands

- The Backstage View
  - ❖ Introduction to the Backstage View
  - ❖ Opening a Document
  - ❖ New Documents and Word Templates
  - ❖ Configuring Documents to Print
  - ❖ Adding Your Name to Microsoft Word
  - ❖ Adding Values to Document Properties

- The Quick Access Toolbar
  - ❖ Adding Common Commands
  - ❖ Adding Additional commands with the Customize Dialog Box
  - ❖ Adding Ribbon Commands or Groups
  - ❖ Placement

- Formatting Microsoft Word Documents
  - ❖ Selecting Text
  - ❖ Selecting Fonts
  - ❖ Working with Fonts
  - ❖ Working with Lists

- ❖ Inserting a Hyperlink in a Document
- ❖ Using Styles
- ❖ Using Themes
- ❖ Using the Ruler
- ❖ Setting Margins
- ❖ Adding a Table of Contents
- ❖ Updating the Table of Contents
- ❖ Deleting the Table of Contents
- ❖ Footnotes and Endnotes
- ❖ Inserting citations and a Bibliography
- ❖ Adding an Index
- ❖ Inserting a Table of Figures
- ❖ Inserting and Updating a Table of Authorities
- ❖ Creating an Outline

- ● Editing Documents
  - ❖ Find
  - ❖ Find and Replace
  - ❖ Find and Replace Tips
  - ❖ Appending Text ta Document
  - ❖ Using the Clipboard

- ● Review and Collaborating on Documents
  - ❖ Adding Comments
  - ❖ Tracking Changes
  - ❖ Viewing Changes, Additions, and Comments
  - ❖ Accepting and Rejecting Changes

- ● Comparing and Combining Documents
  - ❖ Comparing Documents
  - ❖ Combining Documents

- ● Managing Mailings
  - ❖ Creating Envelopes and Labels
  - ❖ Using Mail Merge

- ● Protecting Documents
  - ❖ Making Word Documents Read Only
  - ❖ Password Protect Word Documents
  - ❖ Removing Metadata from Files
  - ❖ Restrict Formatting and Editing

- Finalizing Microsoft Word Documents
  - ❖ Adding Page Numbers
  - ❖ Headers and Footers
  - ❖ Checking Spelling and Grammar

- Random Useful Items
  - ❖ Using Bookmarks
  - ❖ Adding Watermarks
  - ❖ Adding Titles to Sections
  - ❖ Inserting Built-in Fields
  - ❖ Using the Go to Feature
  - ❖ Using Macros
  - ❖ Copy Macros from Document to Document
  - ❖ Macro Security
  - ❖ Recording a Macro
  - ❖ Assigning Shortcut Keys
  - ❖ Customizing the Ribbon
  - ❖ Preparing a Document for Internationalization and Accessibility

MS EXCEL

- Creating a Microsoft Excel Workbook
  - ❖ Creating a Workbook
  - ❖ Saving a Workbook
  - ❖ The Status Bar
  - ❖ Adding and Deleting Worksheets
  - ❖ Copying and Moving Worksheets
  - ❖ Changing the Order of Worksheets
  - ❖ Splitting the Worksheet Window
  - ❖ Closing a Workbook

- The Ribbon
  - ❖ Tabs
  - ❖ Groups
  - ❖ Commands

- The Backstage View (The File Menu)
  - ❖ Introduction to the Backstage View
  - ❖ Opening a Workbook
  - ❖ Open a Workbook
  - ❖ New Workbooks and Excel Templates
  - ❖ Select, Open and Save a Template Agenda

- ❖ Copying Formulas and Functions
- ❖ Relative, Absolute, and Mixed Cell References
- ❖ Working with Formulas

- ● Working with Rows and Columns
  - ❖ Inserting Rows and Columns
  - ❖ Deleting Rows and Columns
  - ❖ Transposing Rows and Columns
  - ❖ Setting Row Height and Column Width
  - ❖ Hiding and unhiding Rows and Columns
  - ❖ Freezing Panes
  - ❖ Working with Rows and Columns

- ● Editing Worksheets
  - ❖ Find and Replace
  - ❖ Using Find and Replace
  - ❖ Using the Clipboard
  - ❖ Using Format Painter
  - ❖ Managing Comments
  - ❖ Using Pivot Tables
  - ❖ Creating Pivot Tables
  - ❖ More PivotTable Functionality
  - ❖ Inserting Slicers
  - ❖ Multi-Select Option in Slicers
  - ❖ PivotTable Enhancements
  - ❖ Working with Pivot Tables
  - ❖ Inserting Pivot Charts
  - ❖ More Pivot Table Functionality
  - ❖ Working with Pivot Tables

- ● Finalizing Microsoft Excel Worksheets
  - ❖ Setting Margins
  - ❖ Setting Page Orientation
  - ❖ Setting the Print Area
  - ❖ Print Scaling (Fit Sheet on One Page)
  - ❖ Printing Headings on Each Page/Repeating Headers and Footers
  - ❖ Headers and Footers
  - ❖ Preparing to Print

MS POWERPOINT

- ● Creating a PowerPoint Presentation

- ❖ Inserting a Picture
- ❖ Inserting Icons
- ❖ Inserting Clip Art
- ❖ Capturing and Inserting a Screenshot
- ❖ Editing an Image
- ❖ Formatting Images
- ❖ Creating Custom Color with the Eyedropper
- ❖ Applying a Style and Cropping an Image
- ❖ Arranging Images
- ❖ Adding Shapes
- ❖ Using Digital Ink
- ❖ Creating a Photo Album
- ❖ Adding Captions
- ❖ Applying a Theme to Your Album
- ❖ Customizing an Album
- ❖ Inserting Sounds and Video
- ❖ Editing Media Clips

- ● Working with Tables and Charts
  - ❖ Inserting a Table
  - ❖ Formatting Tables
  - ❖ Importing Tables from External Sources
  - ❖ Inserting a Chart
  - ❖ Formatting a Chart
  - ❖ Importing Charts from External Sources

- ● Customizing Presentations
  - ❖ Applying a Theme
  - ❖ Applying a Background Style
  - ❖ Adding a Footer
  - ❖ Arranging and Printing Sections

- ● Presentation Masters
  - ❖ Working with the Slide Master
  - ❖ Formatting Slide Masters and Layouts
  - ❖ Adding a Watermark to Your Presentation
  - ❖ Adding Slide numbers Using the Slide Master
  - ❖ Preserving a Slide Master
  - ❖ Modifying the Handout Master
  - ❖ Adding a Header and Footer to Notes and Handouts

- Working with Special Effects
  - ❖ Animating Text and Objects
  - ❖ Motion Paths
  - ❖ Working with the Animation Painter
  - ❖ Setting Animation Timing
  - ❖ Animating a Chart

- Using SmartArt
  - ❖ Inserting SmartArt Graphics
  - ❖ Modifying SmartArt Graphics
  - ❖ Resizing/Repositioning a SmartArt Object
  - ❖ Formatting Text in a SmartArt Object
  - ❖ Adding Shapes to a SmartArt Object
  - ❖ Ungrouping SmartArt Objects

- Setting Up the Slide Show
  - ❖ Set up a custom Slide show.
  - ❖ Create a hyperlink.
  - ❖ Add an action button.
  - ❖ Jump to another Presentation.
  - ❖ Rehearse the timing of your Presentation.
  - ❖ Navigate within a slide show.
  - ❖ Annotate a Presentation.
  - ❖ Create a presenter-independent slide show.
  - ❖ Set up a slide show to repeat automatically.

- Outlines and Slides
  - ❖ Exporting Notes and Handouts to Word
  - ❖ Exporting an Outline to Word
  - ❖ Saving a Presentation as an Outline
  - ❖ Saving a Slide as a Graphic

- Managing Multiple Presentations
  - ❖ Merging Multiple Presentations
  - ❖ Reusing Slides from Other Presentations
  - ❖ Viewing Multiple Presentations
  - ❖ Tracking Changes in PowerPoint

- Sharing and Securing and Presentation
  - ❖ Sharing a Presentation with Remote Audience
  - ❖ Embedding the Fonts in a Presentation
  - ❖ Inspecting the Presentation

❖ Using Comments
❖ Packaging a Presentation for CD
❖ Using the PowerPoint Viewer
❖ Encrypting a Presentation
❖ Adding a Digital Signature
❖ Marking a Presentation as Final
❖ Sending a Presentation in PDF Format
❖ Compressing Pictures

MODULE - 2

ADVANCE EXCEL

- **Working with Formulas/Functions**

  ❖ Lookup and Reference Functions: VLOOKUP, HLOOKUP, INDEX, ADDRESS, MATCH, OFFSET, TRANSPOSE etc.
  ❖ Logical Functions: IF / ELSE, AND, OR, NOT, TRUE, NESTED IF/ELSE etc.
  ❖ Database Functions: DGET, DMAX, DMIN, DPRODUCT, DSTDEV, DSTDEVP, DSUM, DVAR, DVARP etc.
  ❖ Date and Time Functions: DATE, DATEVALUE, DAY, DAY360, SECOND, MINUTES, HOURS, NOW, TODAY, MONTH, YEAR, YEARFRAC, TIME, WEEKDAY, WORKDAY etc.
  ❖ Information Functions: CELL, ERROR.TYPE, INFO, ISBLANK, ISERR, ISERROR, ISEVEN, ISLOGICAL, ISNA, ISNONTEXT, ISNUMBER, ISREF, ISTEXT, TYPE etc.
  ❖ Math and Trigonometry Functions: RAND, ROUND, CEILING, FLOOR, INT, LCM, MOD, SUMIF, SUMIFS etc.
  ❖ Statistical Functions: AVERAGE, AVERAGEIF, AVERAGEIFS, COUNT, COUNTA, COUNTBLANK, COUNTIF, MAX, MAXA, MIN, MINA, etc.
  ❖ Text Functions: LEFT, RIGHT, TEXT, TRIM, MID, LOWER, UPPER, PROPER, REPLACE, REPT, FIND, SEARCH, SUBSTITUTE, TRIM, TRUNC, CONVERT, CONCATENATE etc.
  ❖ Financial Functions: PMT, PPMT, RATE etc.

- **Conditional Formatting**

  ❖ Using Conditional Formatting
  ❖ Using Conditional Formatting with Multiple Cell Rules
  ❖ Using Color Scales and Icon Sets in Conditional Formatting
  ❖ Creating New Rules and Managing Existing Rules

- **Data Sorting and Filtering**

  ❖ Using Filters to Sort Data
  ❖ Custom Sorting

- ❖ Advance Filtering Options

- **Charts**

  - ❖ Bar Chart
  - ❖ Line or Area Chart
  - ❖ Pie or Doughnut Chart
  - ❖ Hierarchy Chart – Tree map, Sunburst
  - ❖ Scatter or Bubble Chart
  - ❖ Statistic Chart – Histogram, Box & Whisker
  - ❖ Waterfall or Stock Chart
  - ❖ Combo Chart

- **Auditing**

  - ❖ Show Formulas
  - ❖ Trace Precedents & Dependents
  - ❖ Remove Arrows
  - ❖ Evaluate Formula

- **Pivot Tables**

  - ❖ Creating Pivot Tables
  - ❖ Using Pivot Table Options
  - ❖ Changing and Updating Data Range
  - ❖ Formatting Pivot Table and Making Dynamic Pivot Tables

- **Pivot Charts**

  - ❖ Creating Pivot Charts
  - ❖ Types of Pivot Charts and Their Usage
  - ❖ Formatting Pivot Charts and Making Dynamic Pivot Charts

- **Working with Data**

  - ❖ Text to Columns
  - ❖ Data Validation
  - ❖ Remove Duplicates
  - ❖ Consolidate
  - ❖ Outlining & Grouping
  - ❖ Subtotal

- **What-If Analysis**

  - ❖ Scenario Manager
  - ❖ Goal Seek

- **Exporting and Importing**

  ❖ Exporting data from Web
  ❖ Exporting data from other sources
  ❖ Working with queries
  ❖ Get & Transform
  ❖ Loading & Editing queries

- **Reviewing a Workbook/Worksheet**

  ❖ Protecting and Sharing a Workbook/Worksheet
  ❖ Locking and Editing Cells
  ❖ Proofing
  ❖ Insights
  ❖ Comments

- **VBA Macro**

  ❖ Introduction to VBA Macro
  ❖ Recording Macro & Understanding Code Behind
  ❖ Editing, Writing VBA Code and Saving as Macro
  ❖ Knowing Forms & Properties

MODULE - 3

BASIC ACCOUNTING & COMPUTERIZED ACCOUNTING WITH GST FILING

BASIC ACCOUNTING (MANUAL)

- Basic Accounting Concepts
- Basic Terms and Rules of Accounting
- Method of Accounting
- Type of Accounting
- Rule of Accounting
- Prepare Primary Books (Journal)
- Ledger Posting
- Income Statement & Financial Accounting (Balance Sheet)
- Adjustment Entries

TALLY ESSENTIAL COMPREHANSIVE

LEVEL 1

INTRODUCTION TO TALLY PRIME

- Features of Tally Prime
- Downloading and Installation of Tally Prime
- Types of Licenses in Tally Prime
- Activate New License
- Reactivate License in Tally Prime
- Use License from Network in A Multiuser Environment

WORKING TALLY PRIME IN EDUCATIONAL MODE

- Company Creation and Setting Up Company Features in Tally Prime
- Getting Started with Tally Prime
- Navigating from Anywhere to Anywhere in Tally Prime
- F12 Configuration in Tally Prime
- Alter Company Details
- Shut the Company

MAINTAINING CHART OF ACCOUNTS

- Introduction to Chart of Accounts
- Creation, Alteration & Deletion of Masters in Tally Prime (Both Accounting & Inventory)
- Multi-Masters Creation and Display.

RECORDING AND MAINTAINING ACCOUNTING TRANSACTIONS

- Recording Transactions in Tally
- Accounting Vouchers in Tally Prime.
- Recording Accounting Vouchers in Tally Prime (Receipt, Payment, Contra, Journal, Purchase, Sales, Debit Note and Credit Note).

BANKING

- Banking Payments
- Cheque Printing (Both Single & Multiple Cheque Printing)
- Deposit Slip (Cheque/Cash)
- Payment Advice
- Bank Reconciliation (Auto/Manual)

GENERATING FINANCIAL STATEMENTS AND MIS REPORTS

- Final Accounts Reports in TallyPrime (Introduction)
- Generating Financial Reports in TallyPrime. (Trial Balance, Profit and Loss Account, Balance Sheet, Cash Flow & Fund, Flow Analysis Report, Receipts and Payments)
- MIS Reports in Tally (Stock Summary Analysis, Daybook, Cash and Bank Book, Purchase Register, Sales Register, Journal Register)

DATA SECURITY

- Introduction
- Security Control

- Activation of Security Control
- Creation of Security Levels (User Roles)
- Creation of Users and Passwords for Company
- Accessing the Company Using Security Levels
- Auto Login
- Tally Vault

COMPANY DATA MANAGEMENT

- Backup & Restoring of Company Data
- Company Data Repair
- Migration of Tally.ERP 9 Company Data to TallyPrime

LEVEL 2

STORAGE AND CLASSIFICATION OF INVENTORY

- Introduction to Supply Chain
- Types of Suppliers
- Inventory Management
- Terms Used in Inventory Management (Theory Part)
- Inventory Masters in Tally Prime
- Creation of Inventory Masters in Tally Prime
- Tracking of Movements of Goods in Batches/Lots
- Activation of Batches/Lots for Stock Items
- Allocation of Batch/Lots Details in Purchase Invoice.
- Selling of Stock Items from Batch/Lots.
- Identifying the Expired Batch in Sales Invoice.
- Returning of Expired Batch Stock Items.
- Batch Reports
- Price Levels and Price Lists.
  - ❖ Activating Price Lists and Defining of Price Levels
  - ❖ Creation of Price List
  - ❖ Price Level &Price List Usage in Saks Voucher
  - ❖ Revise Price List.

ACCOUNTS RECEIVABLE AND PAYABLE MANAGEMENT

- Accounts Payable and Receivable
- Maintain Bill-Wise Entry
- Activation of Bill-Wise Entry
- Specifying of Credit Limit for Parties (For Individual & Multiple Ledger)
- Sales Voucher Restriction Based on Credit Limit.
- Splitting of Credit Sale into Multiple Bills
- Payment Performance of Debtors
- Bills Payable and Receivable Reports in Tally Prime
- Bills Receivable
- Ageing Analysis of Outstanding

- Generating Reminder Letter in Tally Prime
- Generating Confirmation of Accounts in Tally Prime
- Bills Settlement
- Bills Payables

PURCHASE AND SALES ORDER MANAGEMENT
- **Purchase Order Processing**
  - ❖ Recording Purchase Order
  - ❖ Recording Receipt Note
  - ❖ Recording Rejection Out
  - ❖ Recording Purchase
  - ❖ Recording Debit Note
  - ❖ Recording Payment
- **Sales Order Processing**
  - ❖ Recording Sales Order
  - ❖ Recording Quotation
  - ❖ Recording Delivery Note
  - ❖ Recording Rejection In
  - ❖ Recording Sales
  - ❖ Recording Receipt
- **Order Outstanding**
  - ❖ Purchase Order Outstanding
  - ❖ Sales Order Outstanding
  - ❖ Pre-Closure of Orders
- **Reorder Level**
  - ❖ Display Reorder Status
- Godown Transfer in Tally Prime
- Tracking Additional Costs of Purchase
- Configuration of Additional Cost of Purchases in Tally Prime
- Cost/Profit Centres Management
- Cost Centre and Cost Categories
- Allocation of Expenses to Multiple Cost Centres and Cost Categories.
- Cost Centre Reports

BUDGETS AND SCENARIOS
- Introduction
- Creation of Budget
- Recording Transactions
- Display Budget and Variance Report for Group Budget.
- Scenario Management

GENERATING & PRINTING REPORTS
- Introduction to Reporting Information.

- On the Fly Reporting
- Inventory Report (Stock Summary, Godown Wise Stock Availability, Moving Analysis, Stock Query)
- Financial Report (Profit/Loss Account and Balance Sheet)
- Books and Reports (Purchase & Sales Register)
- Printing of Invoice and Report.

LEVEL: 3

GOODS AND SERVICE TAX

INTRODUCTION TO GST

- GST Registration
- GST Tax Structure
- Manage HSN/SAC Code.
- Determination of Tax
- Supply of Goods and Services
- Invoicing
- Input Tax Credit

E-WAY BILL

- Component. Of E-Way Bill
- Who Must Generate E-Way Bill
- Validity of E-Way Bill
- E-Way Bill Process Flow

GST E-INVOICING

- Benefits of E-Invoicing The Business
- Date of Implementing GST E-Invoicing
- Entities Exempted for E-Invoices
- Generating E-Way Bill with E-Invoice
- Modification of E-Invoice
- Role of E-Invoice in GST Returns
- Various Mode of Generating E-Invoice
- Role of IRP in E-Invoice
- The Practice of Generating GST E-Invoice
- E-Invoice Details
- Invoice Reference Number (IRN)

GST IN TALLY PRIME

- Creation of Company and Activating GST
- Introducing Capital into The Business
- Creation of Masters in Tally Prime.

HIERARCHY OF CALCULATING TAX IN TRANSACTIONS

- Defining GST Rates at Company Level, Stock Group Level, Stock Item Level, Accounting Group Level, Ledger Level and Transaction Level.

RECORDING GST COMPLIANT TRANSACTIONS

- Intrastate Supply of Goods & Services
- Interstate Supply of Goods & Services
- Purchase and Sales Returns of Goods with GST
- Supplies Inclusive of Tax.

E-WAY BILL REPORT IN TALLY

- Export for E-Way Bill   Report
- Exporting Bulk or Consolidated C-Way Bill I N Voices
- Update E-Way Bill Information

INPUT TAX CREDIT SET OFF AGAINST LIABILITY

- Adjusting Input Tax Credit Against Tax Liability.

GST TAX PAYMENT

- Timeline for Payment T of GST Tax
- Modes of Payment
- Challan Reconciliation

GENERATING GST RETURNS FOR REGULAR DEALER IN TALLY

- GSTR-1
- GSTR-3B
- GSTR-9 -GST Annual Computation.

FILING GST RETURNS IN TALLY

- Filing GSTR-1 Returns
- Filing GSTR-3B RETURNS
- FILING GSTR-9 -GST Annual Computation Returns.

GENERATING E-INVOICE IN TALLY PRIME

- Recording Outward Supply and Generating E-Invoice Without C-\'\Lay Bill
- Recording Outward Supply and Generating E- Invoice with E-Way Bill
- E-Invoice Report.

QUARTERLY RETURN MONTHLY PAYMENT SCHEME

- Creation of Company and Activating GST in TallyPrime
- Accounting Intrastate Supply of Goods & Services
- Input Tax Credit Set Off Against Liability and Tax Payment
- Invoice Furnishing Facility (IFF) In QRMP Scheme.

COMPOSITION DEALER UNDER GST REGIME

- Introduction
- Conditions to Be Satisfied Under the Scheme
- Creation of Company and Activating GST in TallyPrime
- Accounting Intrastate and Interstate Supply of Goods
- Generating GST Returns for Composition Dealer in Tally
- GST Tax Payment.

TAX DEDUCTED AT SOURCE (TDS)

INTRODUCTION

- Introduction to TDS
- Basic Concepts of TDS
- TDS Process
- TDS in TallyPrime
- Activation of TDS in TallyPrime
- TDS Statutory Masters

CONFIGURATION OF TDS AT DIFFERENT LEVELS

- Configuration of TDS at Group Level and Ledger Level.

RECORDING TDS COMPLIANT TRANSACTIONS IN TALLYPRIME

- Expenses Partly Subject to TDS
- Booking Expenses and 'TDS Deduction on Crossing Exemption Limit
- Accounting Multiple Expenses and Deducting TDS Later
- TDS On Expenses at Lower and Zero Rate
- TDS On Expenses at Higher Rate
- Recording Transaction When TDS Exemption Limit Is Not Crossed

TDS EXCEPTIONS

TDS PAYMENT TO DEPARTMENT

- Resolving Uncertain Transaction.
- TDS Outstanding
- Payment of Tax to The Income Tax Department
- Generating TDS Challan
- Interest Payment to Income Tax Department On Delayed Tax Payment

TDS REPORT

- Challan Reconciliation
- Form 26Q
- E-Return
- Changes in TDS Rates from 1" April 2021

MANAGEMENT OF BUSINESS DATA

- Exporting of Data in Available Formats
- Export and Import of Data

EXPORT AND IMPORT OF DATA

- Export and Import of Masters from One Company to Another in Xml Format
- Export and Import of Transactions from One Company to Another in Xml Format
- Exporting Reports to MS Excel
- Exporting Reports to Pdf

OPEN DATABASE CONNECTIVITY (ODBC)

PRINTING OF COMPANY LOGO ON VOUCHERS, INVOICES & REPORTS.

MOVING TO THE NEXT FINANCIAL YEAR

- Changing Current Period and Continue Voucher Entry in The Same Company Data
- Company Data Handling Through Export and Import of Data
- Split Company Data
- Create A New Company and Maintain Books of Accounts for The New Financial Year
- Creating Group Company Data
- Comparative Final Accounts Reports of Two Companies.

ZOHO BOOKS ACCOUNTING

GETTING STARTED

- Welcome
- How Zoho Books Works
- Access Zoho Books
- Navigating Zoho Books
- Keyboard Shortcuts

PERSONALISE

- Overview - Personalize
- Update Your Email Address
- Change Password
- Change Theme
- Add/Remove Your Logo
- Delete Organization
- Delete Account
- More Actions
    - ❖ Quick Create
    - ❖ Change Organization Name
    - ❖ Add Organization
    - ❖ Switch Between Organizations

VENDOR CREDITS

- Overview - Vendor Credits
- Basic Functions in Vendor Credits
- Functions in Vendor Credits
- Manage Vendor Credits
- Other Actions for Vendor Credits
- Vendor Credit Preferences

TRANSACTION APPROVAL

- Transaction Approval - Overview
- Enable Transaction Approval
- Notification Preferences
- Transaction Approval Workflow
- Users and Roles
- Manage Approvals

ACCOUNTANT

- Overview - Accountant
- Manual Journals
- Journal Templates
- Budgets
- Bulk Update
- Recurring Journals
- Base Currency Adjustment
- Sub Accounts
- Chart of Accounts
- Transaction Locking
- Accountant Preferences
- Manage Clients

IMPORT & EXPORT

- Overview
- Importing Data
- Exporting Data
- Backup Your Data

GST FILING

INTRODUCTION IN GST

- Tax Structure
- Existing Tax system
- Journey of GST

- Overview of GST
- Structure of GST
- CGST/SGST/IGST/UTGST
- GST Online Registration
- New Registration
- Amendment of Registration
- Cancellation of Registration

Basic GST Computation Practice (Assignments)

- Basic GST Assignment
- Adjustment/ Setoff Assignments
- GST Accounting and Billing/ ITC

Tax Invoice & Other Documents Preparations.
- Purchase Bill
- Sales Bill
- E-Way Bill (Online System)
- What is E-way bill
- How to prepare (Online)

Working with GST Portal Simulation Software

- E-Filing Process of GSTR – 1 Using GST Portal Simulation Software
- E-Filing Process of GST Challan & GSTR-3B Using GST Portal Simulation Software
- GST Due Dates Rules
- Checking GSTR-2A & GSTR-2B Before Filing GST Returns
- E-Way Bill Preparation Rules Using E-Way Bill Portal Simulation Software
- E-Filing of Annual Returns GSTR-9C & 9C Using GST Portal Simulation Software
- GST ITC Rules for Availment of Input Tax Credit
- GST Registration Using GST Portal Simulation Software.

MODULE - 4

POWER BI

The Power Bi Desktop
- Introduction to power BI
- Power BI architecture
- Installing Power BI Desktop
- Exploring the Power BI Desktop Interface
- Utilizing File Types; PBIX Vs PBIT
- Examining Data Sources

- Discussing Data Refresh
- Understanding Data Types

Getting Report in Power Bi Desktop

- Basic Report Design: Data Sources & Visual Types, Canvas, Visualizations and Fields, Get Data and Memory Tables, In-Memory x velocity Database, Table and Tree Map Visuals, Format Button and Data Labels, Legend, Category and Grid, PBIX and PBIT File Formats, Visual Interaction, Data Points, Disabling Visual Interactions, Edit Interactions - Format Options, SPOTLIGHT & FOCUSMODE, CSV and PDF Exports, Power BI Eco System, Architecture
- Visual Sync**, Grouping**: Slicer Visual: Real-time Usage, Orientation, Selection Properties, Single & Multi Select, CTRL Options, Slicer, Slicer List and Slicer Dropdowns, Visual Sync Limitations with Slicer, Disabling Slicers, Clear Selections, Grouping: Real-time Use, List Grouping and Binning Options, Grouping Static / Fixed Data Values, Grouping Dynamic / Changing Data, Bin Size and Bin Limits (Max, Min), Bin Count and Grouping Options, Grouping Binned Data, Classification
- Hierarchies, Filters: Creating Hierarchies in Power BI, Independent Drill-Down Options, Dependent Drill-Down Options, Conditional Drilldowns, Data Points, Drill Up Buttons and Operations, Expand & Show Next Level Options, Dynamic Data Drills Limitations, Show Data and See Records, Filters, Visual Filter, Page Filter, Report Filter, Basic, Advanced and TOP N Filters, Category and Summary Level Filters, Drill Thru Filters, Drill Thru Reports, Keep All Filters" Options in Drill Thru, Cross Report Filters, Include, Exclude

Graphs & Visualization

- Visualization **Properties:** Stacked Charts and Clustered Charts, Line Charts, Area Charts, Bar Charts, 100% Stacked Bar & Column Charts, Map Visuals, Cards, Funnel, Table, Matrix, Scatter Charts, Series Clusters & Selections, Waterfall Chart and ArcGIS Maps, Infographics, Icons and Labels, Color Saturation, Sentiment Colors, Column Series, Column Axis in Lines, Join Types (Round, Bevel, Miter), Shapes, Markers, Axis, Plot Area, Display Units, DataColors, Shapes Series, Custom Series and Legends.

Interactive Dashboards

- Stacked Charts and Clustered Charts
- Line Charts, Area Charts, Bar Charts
- Map Visuals: Tree, Filled, Bubble
- Cards, Funnel, Table, Matrix
- Scatter Chart: Play Axis, Labels
- Series Clusters & Selections
- Waterfall Chart and ArcGIS Maps
- Infographics, Icons and Labels
- Color Saturation, Sentiment Colors
- Column Series, Column Axis in Lines
- Join Types: Round, Bevel, Miter
- Shapes, Markers, Axis, Plot Area
- Display Units, Data Colors, Shapes

- Series, Custom Series and Legends

Dax Formulas

- DAX Functions (Level 1): Importance in Real-time, Real-world usage of Excel, DAX, DAX Architecture, Entity Sets, DAX Data Types, Syntax Rules, Measures and Calculations, ROW Context and Filter Context, DAX Operators, Special Characters, DAX Functions, Types in Real-time, Vertipaq Engine, DAX Cheat Sheet, Creating, Using Measures with DAX, Creating, Using Columns with DAX, Quick Measures and Summaries, Validation Errors, Runtime Errors, SUM, AVERAGEX, KEEPFILTERS, Dynamic Expressions, IF in DAX
- DAX Functions (Level 2): Data Modeling Options in DAX, Detecting Relations for DAX, Using Calculated Columns in DAX, Using Aggregated Measures in DAX, Working with Facts & Measures, Modeling (Missing Relations, Relation Management) , CALCULATE Function Conditions, CALCULATE & ALL Member Scope, RELATED & COUNTROWS in DAX, Entity Sets and Slicing in DAX, Dynamic Expressions, RETURN, Date, Time and Text Functions, Logical, Mathematical Functions, Running Total & EARLIER Function.
- DAX FUNCTIONS (Level 3): 1:1, 1:M and M:1 Relations, Connection with CSV, MS Access, AVERAGEX and AVERAGE in DAX, KEEPFILTERS and CALCUALTE, COUNTROWS, RELATED, DIVIDE, PARALLELPERIOD, DATEDADD, CALCULATE & PREVIOUSMONTH, USERELATIONSHIP, DAX Variables, TOTALYTD, TOTALQTD, DIVIDE, CALCULATE, Conditions, IF .. ELSE..THEN Statement, SELECTEDVALUE, FORMAT, SUM, DATEDIFF Examples in DAX, TODAY, DATE, DAY with DAX, Time Intelligence Functions – DAX.

Power BI Query Editor

- Power Query (Level 1): Power Query M Language Purpose, Power Query Architecture and ETL, Data Types, Literals and Values, Power Query Transformation Types, Table & Column Transformations, Text & Number Transformations, Date, Time and Structured Data, List, Record and Table Structures, let, source, in statements @ M Lang, Power Query Functions, Parameters, Invoke Functions, Execution Results, Get Data, Table Creations and Edit, Merge and Append Transformations, Join Kinds, Advanced Editor, Apply, ETL Operations with Power Query
- Power Query (Level 2): Query Duplicate, Query Reference, Group By and Advanced Options, Aggregations with Power Query, Transpose, Header Row Promotion, Reverse Rows and Row Count, Data Type Changes & Detection, Replace Columns, Replace Nulls, PIVOT, UNPIVOT Transformations, Move and Split Column, Extract, Format and Numbers, Date & Time Transformations, Deriving Year, Quarter, Month, Day, Add Column- Query Expressions, Query Step Inserts and Step Edits
- Power Query (Level 3): Creating Parameters in Power Query, Parameter Data Types, Default Lists, Static/Dynamic Lists For Parameters, Removing Columns and Duplicates, Convert Tables to List Queries, Linking Parameters to Queries, Testing Parameters and PBI Canvas, Multi-Valued Parameter Lists, Creating Lists in Power Query, Converting Lists to Table Data, Advanced Edits and Parameters, Data Type Conversions, Expressions, Columns from Examples and Indexes, Conditional Columns and Expressions.

Other Data Sources

- Import and Upload Options in Excel
- Excel Workbooks and Dashboards
- Datasets in Excel and Dashboards
- Using Excel Analyzer in Power BI
- Using Excel Publisher in PBI Cloud
- Excel Workbooks, PINS in Power BI
- Excel ODC Connections, Power Pivot
- Row Level Security (RLS) with DAX
- Need for RLS in Power BI Cloud
- Data Modeling in Power BI Desktop
- DAX Roles Creation and Testing
- Adding Power BI Users to Roles
- Custom Visualizations in Cloud
- Histogram, Gantt Chart, Infographics

Power BI Cloud, Service & Mobile

- Power BI (Cloud – 1): Power BI Service Architecture, Power BI Cloud Components and Use, App Workspaces, Reports & Related Datasets Cloud, Creating New Reports in Cloud, Report Publishing and Uploading, Dashboards Creation and Usage, Adding Tiles to Dashboards, Pining Visuals and Report Pages, Visual Pin Actions in Dashboards, LIVE Page Interaction in Dashboard, Adding Media-Images, Custom Links, API Data Sources, Streaming Data, Streaming Dataset Tiles (REST API)

- Power BI (Cloud – 2): Dashboards Actions, Report Actions, Dataset Actions- Create Report, Share, Metrics and Exports, Mobile View & Dashboard Themes, Export, Subscribe, Favorite, Insights, Embed Code, Featured Dashboards and Refresh, Gateways Configuration, PBI Service, Gateway Types, Cloud Connections, Gateway Clusters, Add Data Sources, Data Refresh - Manual, Automatic, PBIEngw Service, ODG Logs, Audits, DataFlows, Power Query Expressions, Adding Entities and JSON Files.

- Dashboard Development: Creating Dashboards, Pin Visuals and Pin LIVE Report Pages to Dashboard, Advantages of Dashboards, Interacting with Dashboards, Adding Tiles to Dashboards, Web Content, Image, Text Box, Video, Formatting Dashboard, Sharing Dashboard.

- Data Gateways: Introduction to Data Gateways, How Data Gateways work, connect to an on-premise Data Source by using a Data Gateway, Download Data Gateway, installing a Data Gateway, Types of Gateways, Manage Data Gateway, Add and Remove Administrators, Add Data Source, Add or Remove Users to a Data Source, Refresh on Premise Data, Configuring Automatic Refresh using Schedules.

- Collaboration in Power BI using App Workspace: Introduction to App Workspaces, Create an App Workspace, Add Members to App Workspace to Collaborate, App Workspace Access, Admin, Member and Contributor.

- Sharing Power BI Content using Apps and Content Packs: Introduction to App, Publish an App, update a Published App, Manage Content in App, Include in App, Exclude in App, Sharing App, Entire

Organization, Specific individuals or group, Un publishing an App, Content Pack Introduction, Create Content Pack, Sharing Content Packs, Specific Groups, My Entire Organization, Selecting the Content / Items to Publish or Share.