# SAM PROFESSIONAL INSTITUTE

## PROFESSIONAL INSTITUTE OF PRACTICAL ACCOUNTING & TAXATION

Shop No. 70 & 72, Kanwali Road, M.D.D.A. Colony, Dehradun, Uttarakhand – 248001 | Phone: 0135-3556779 | +91 98370 50937

**"We Train Accountants, Not Data Entry Operators"**

*Learn Practically • Grow Professionally • Succeed Confidently*

**BATCH LIMIT: 8 LEARNERS**

### THE COMPLETE 8-STEP PRACTICAL ACCOUNTING CYCLE

1. Identify Transactions
2. Record in Journal
3. Post to Ledger
4. Trial Balance
5. Adjusting Entries
6. Adjusted T/B
7. Financial Statements
8. Close the Books

JOB-ORIENTED CORE PROGRAM

## 1. 6 Months Practical Accounting & Taxation Course

**Fee: ₹12,000** (2 Installments: ₹6,000/mo)

### Level 1: Basic Accounting (Theory to Books)

- Accounting Fundamentals & Concepts, Rules of Debit and Credit (Golden Rules)
- Journal Entries, Ledger Posting, Cash Book & Petty Cash Book Handling
- Purchase & Sales Accounting, Income & Expenses, Trial Balance Preparation
- Bank Reconciliation Statement (BRS), Debtors/Creditors & Adjusting Entries

### Level 2: Tally Prime (Vouchers & Stock)

- Company Creation, Ledgers & Groups, Voucher Entries (Payment, Receipt, Contra, Journal)
- Purchase & Sales Entries (GST & Non-GST), Debit/Credit Notes
- Inventory Management (Stock Items, Units, Groups, Godown Management)
- Purchase/Sales Orders, Outstanding Analysis, BRS & Data Backup/Restore

### Level 3: Tally Prime with GST (Tax Invoicing)

- GST Setup in Tally Prime, GST Ledgers (CGST, SGST, IGST)
- Local & Interstate Invoicing, GST on Services, Input Tax Credit (ITC) Entries
- GST Debit/Credit Notes, Tax Adjustments & Reports Verification
- GSTR-1, GSTR-3B & GSTR-2B Reconciliation in Tally

### Level 4 & 5: Finalization & Live Office (P&L, B/S & Real Files)

- Trial Balance Verification, Rectification Entries, Depreciation & Closing Stock
- Trading Account, Profit & Loss Account & Balance Sheet Preparation
- Real Commercial Billing Entry in Tally, Cash/Bank & Actual Statement BRS
- Monthly Closing, Year-End Finalization & Client Data Handling (CA Office Pattern)

FLAGSHIP 1-YEAR DIPLOMA

## 2. 12 Months Master Diploma in Accounting & Taxation (MDAT)

**Fee: ₹24,000** (Monthly Installments Available)

### Module 1: Tally Prime Advanced (BOM & Cost Centers)

- Complete Company & Ledger Creation, Inventory Masters & Units
- GST Accounting in Tally, BRS with 100+ Commercial Transactions
- Manufacturing Accounting (Bill of Material - BOM), Cost Centers & Split Data

### Module 2: GST Practical & Portal (GSTR 1/3B/9 & E-Way)

- GST Registration Live Demo, Tax Invoices & E-Way Bill Generation
- GSTR-1 Outward Supply & GSTR-3B Monthly Return Filing on Portal
- Input Tax Credit (ITC) Rules, GSTR-2B Reconciliation & GSTR-9 Overview

### Module 3: Income Tax & TDS (ITR 1/2/4 & 24Q/26Q)

- PAN/TAN Process, 5 Income Heads, Chapter VI-A Deductions (80C, 80D)
- ITR Filing on Portal (ITR-1, ITR-2, ITR-4), Form 16, 26AS, AIS/TIS Matching
- TDS Sections (192, 194C, 194J), Challan 281 & Returns (24Q/26Q) via TRACES

### Module 4: Financial Accounting (Double Entry & BRS)

- Accounting Fundamentals & Golden Rules, Journal & Ledger Posting
- Cash Book, Petty Cash Book, Trial Balance & Rectification of Errors
- Depreciation Schedules & Drafting Financial Statements

### Module 5: Balance Sheet Finalization (CA Audit Working)

- Trial Balance Scrutiny, Adjusting Entries (Depreciation, Prepaid/Outstanding)
- Closing Stock Valuation, Trading & P&L Account, Balance Sheet Drafting
- Capital Adjustments & CA Office Working Papers Preparation

### Module 6: Live Office Internship (Client Books & Placement)

- Live Client Accounting on Original Business Invoices & Bank Statements
- Balance Sheet Finalization on Live Commercial Books & Portal Handling
- Interview Question-Answer Drills (100+ Qs), Resume Building & Placement Support

TAXATION SPECIALIST TRACK

## 3. 3 Months Taxation Course

**Fee: ₹15,000** (One-Time or 2 Installments)

### Mod 1 & 2: GST Practical & Return Working (GSTR-1, 3B, 9, 9C)

- GST Registration, Portal Navigation, Invoices, E-Way Bill & E-Invoicing
- GSTR-1, GSTR-3B Tax Calculation & Cash Payment on Portal
- GSTR-2B vs Purchase Register Matching, Late Fees & GSTR-9/9C Overview

### Mod 3: Income Tax & ITR Filing (Sahaj, Sugam & AIS/TIS)

- Income Tax Basics, Slab Rates, 5 Heads & Deductions (80C, 80D)
- Form 16, 26AS, AIS/TIS Verification & Advance Tax Calculation
- ITR-1 (Sahaj), ITR-4 (Sugam Presumptive 44AD/44ADA) Portal E-Filing

### Mod 4: TDS Practical & TRACES (Sections, 24Q & 26Q)

- TDS Concepts, TAN (49B), Sections 192, 194C, 194J, 194H, 194I, 194Q
- TDS Calculation on Salary & Vendor Bills, Challan ITNS 281 Payment
- Quarterly Returns (Form 24Q, 26Q) & TRACES Form 16/16A Generation

### Mod 5 & 6: Compliance & Live Office Training (Notices & Filings)

- Advance Tax Due Dates, Income Tax & GST Notices Overview & Drafting Replies
- Rectification §154, GST Refund (RFD-01) & Annual Tax Calendar
- Live Return Filing Practice, Portal Drills, Technical Interview Prep & Certificate

### DAILY BATCH SCHEDULE (1 HOUR / DAY • MONDAY TO SATURDAY • MAX 8 LEARNERS PER BATCH)

**Morning Batches**

| 10:00 AM – 11:00 AM | 11:00 AM – 12:00 PM | 12:00 PM – 01:00 PM |
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**Evening Batches**

| 04:00 PM – 05:00 PM | 05:00 PM – 06:00 PM | 06:00 PM – 07:00 PM |
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### Real Office Tasks Mastered Across All Courses:

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|---|---|---|---|
| ✓ Live Client Vouchers | ✓ Actual Bank BRS | ✓ GST Portal Filings | ✓ ITR & TDS E-Filing |
| ✓ Balance Sheet Finalization | ✓ Payroll, PF & ESI | ✓ CA Audit Working Papers | ✓ Interview Technical Prep |

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