

ACCOUNTING SOFTWARE Certification Program



This training program is highly specialized with the duration of 72 Credit hours, where the program covers all the major Software(s) of Accounting. After this training program you can be able to do work in any organization as an account officer or manager. This program comprehensively covers the basic, advance digital accounting techniques with computer accounting base software.

This highly specialized and concentrated Program is ideally suited to following individuals who are:

- **Graduates & Under Graduated and Intermediate Pass Candidates and like to pursue a career in Accounting.**
- **Already working and interested to switch over to field in Accounting.**
- **Already work as an accountant and like to excel in terms of better position and compensation.**
- **Already working as an accountant in Companies and want to get the certification in International market.**

Program is offered by: 3D Educators – Trainers & Consultants

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Program Details

Inauguration

The Training Program will be inaugurated by a senior member of 3DEducators

Program Schedule:

Digital Accounting (Peach Tree)	1 st Month
Digital Accounting (Advance Excel)	2 nd Month
Quick Book Software	1 st Month
Tally Accounting Software	2 nd Month
Total Duration	2-Months

About the Program Designer & Instructor

The Profile of Program Designers & Instructors is given below:

The “**ACCOUNTING SOFTWARE**” Program has been designed and will be conducted the Senior Accounts Mangers who has Ten years experience in Accounting and Audits.

The Person are qualified and certified ACCA

At present, faculty is working with computer based technology provider organization in senior position, also involved in training and development for last fifteen years.

Program Syllabus

ADVANCE EXCEL

SECTION A

EXCEL BASICS

INTRODUCTION TO EXCEL (1st DAY)

Why MS-Excel Used
Definition of Electronic Spreadsheet
Workbook / Worksheet Overview
Advantages of using Electronic Spreadsheet

MS-EXCEL INTERFACE (1st DAY)

The Title Bar, the Menu Bar,
The Standard Toolbar, Formatting Toolbar
The Formula Bar, the Document Window, the Status Bar

STARTING A NEW WORKBOOK (1st DAY)

Cell, Rows & Column Concepts
Data Types [Number, Text, Date & Time, Formula]
Behavior of Excel according to Data Type

USING TOOLBARS (2nd DAY)

Auto [Sum, Average, Count, Max, Min & more Function]
Sorting [Ascending & Descending]
Text Formatting [Font & Font Size, Bold, Italic, Underline]
Alignment
Cells Merging
Number Formatting [Currency Style, Percentage Style, Comma Style, Decimal Styles]

THE SORTING (2nd DAY)

Ascending & Descending

THE FILTERS (2nd DAY)

Auto Filter, Custom Auto Filter
Operators used in Creating Custom Auto Filters

THE ADVANCE FILTERS (2nd DAY)

Apply Advance Filter

THE SUBTOTALS (3rd Day)

Apply Subtotals

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Remove Subtotals

THE DATA VALIDATION

(3rd Day)

Apply Data Validation

The Form

(3rd Day)

Data Forms

Field & Record Concepts

Field Declaration

Find the Record

CHARTS CONCEPT

(3rd Day)

How to Create Charts

Basic Chart Types

Column Charts, Bar Charts, Line Charts, Pie Charts, XY (Scatter) Charts,

Selecting Data to Chart, Chart Elements

WORKING WITH CHART

(3rd Day)

Moving and Sizing a Chart, Changing The type of The Chart

Creating the Chart with Multiple Data Series,

Adding Patterns, Adding a Text Box, Creating Combination Chart

Creating a Pie Chart

SECTION B

ADVANCE EXCEL

FINANCIAL FUNCTIONS

(4th Day)

DB, DDB, SYD, SLN, VDB, PV,

PMT, FV, RATE, NPV, IRR

MISC. VALUABLE FUNCTIONS

(4th Day)

RANK, HOUR, AVERAGEA, CONCATENATE

MACRO

(4th Day)

What is a Macro?

Common use of Macros

Planning a Macro, Cell Addressing in Macros Relative or Absolute

Running the Macros, Modifying the Macro, Macro or Procedure

Saving Macros, Enable Macros.

THE NAMED RANGE

(4th Day)

Add and Delete Name Ranged

Define Name, Delete Name

Create Names using Label

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Apply Names to Existing Ranges
Use a Named Range in a Formula

THE CONDITIONAL FORMATTING

(4th Day)

Apply Conditional Formatting
Using a Formula in Conditional Formatting

THE PIVOT TABLE

(5th Day)

Apply Data Analysis and Pivot Table
Use Pivot Table Auto Format
Create Pivot Chart Reports

THE LOOKUP FUNCTIONS

(5th Day)

The HLOOKUP
The VLOOKUP
More Working with HLOOKUP
The LOOKUP

THE IF FUNCTIONS

(5th Day)

Simple IF, Nested IF, IF with AND, IF with OR
The COUNTIF, The SUMIF
Debit, Credit and SUMIF Function

SOME MORE ESSENTIAL TIPS

(5th Day)

Working with Auditing Toolbar, Changing Cell Alignment
Date and Time, Add or Remove a Currency Symbol
Add or Remove Border, Using Absolute References
Adding Cell Comments, Applying Styles
Adding Predefined Headers and Footers, Changing Page Orientation and Print the Sheet
Using Auto Fill, Naming Sheets
Referencing Multiple Sheets, Splitting Window
Freezing Panes, Protecting a Worksheet
Copying between Applications, Linking an Object to an Other Application
The Scenario, The Consolidation Perfect Cell Selection
Number Format, Apply Comma and Percentage %
Worksheet Hide and Seek, Change Font Style and Size for Every File
The Paste Special, Text to Column
Advance Printing, Shortcut Keys for Excel

Peach Tree Accounting

- | | |
|---|---------------------|
| 1. Introduction To Accounting | 1 st DAY |
| ✦ Manual Accounting V Computerized Accounting | |
| ✦ Basic Rules of accounting | |
| ✦ Accounting Cycle | |
| ✦ Accounting Terminologies | |
| 2. Introduction To Peach Tree | 1 st DAY |
| ✦ Over View of Existing Companies Record | |
| ✦ Creating Of new Company | |
| ✦ Peach Tree Navigation Aids | |
| ✦ Peach Tree Menu | |
| ✦ Overview of Peach tree Environment | |
| 3. General Ledger | 2 nd DAY |
| ✦ Charts of Accounts | |
| ✦ Adding new accounts | |
| ✦ Editing Charts of Accounts | |
| ✦ Creating General Journal Entries | |
| ✦ Accounts Reconciliation | |
| ✦ Adjusting Entries | |
| 4. Inventory Items | 3 rd DAY |
| ✦ Creating Inventory Items | |
| ✦ Creating Bill of Materials (BOM) | |
| ✦ Steps for making adjustments | |
| 5. Sales | 4 th DAY |
| ✦ Working with customers | |
| ✦ Adding Customers Records | |
| ✦ Quotations | |
| ✦ Sales Order | |
| ✦ Invoicing | |
| ✦ Receipts | |
| ✦ Producing Statements | |
| 6. Purchase | 4 th DAY |
| ✦ Working with Vendors | |
| ✦ Adding Vendors Record | |
| ✦ Purchase Order | |
| ✦ Goods Receiving Notes (GRN's) | |
| ✦ Payments | |
| 7. Payroll | 5 th DAY |
| ✦ Planning Payroll | |
| ✦ Setup Employees Default Information | |
| ✦ Working With Employees Information | |
| ✦ Producing Pay Checks | |
| 8. Time & Billing | 5 th DAY |
| ✦ Creating Time & Expense Items | |
| ✦ Time Tickets | |
| ✦ Expense Tickets | |

✚ Paying Employees

Quick Book Accounting Software

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| 1. Introduction To Quick Books | 1 st DAY |
| ➤ Over View of Existing Companies Record | |
| ➤ Creating Of new Company | |
| ➤ Quick Books Navigation Aids | |
| ➤ Quick Books Menu | |
| ➤ Overview of Quick Books Environment | |
| 2. General Ledger | 2 nd DAY |
| ➤ Charts of Accounts | |
| ➤ Adding new accounts | |
| ➤ Editing Charts of Accounts | |
| ➤ Creating General Journal Entries | |
| ➤ Accounts Reconciliation | |
| ➤ Adjusting Entries | |
| 3. Inventory Items | 3 rd DAY |
| ➤ Creating Inventory Items | |
| ➤ Creating Bill of Materials (BOM) | |
| ➤ Steps for making adjustments | |
| 4. Sales | 4 th DAY |
| ➤ Working with customers | |
| ➤ Adding Customers Records | |
| ➤ Quotations | |
| ➤ Sales Order | |
| ➤ Invoicing | |
| ➤ Receipts | |
| ➤ Producing Statements | |
| 5. Purchase | 4 th DAY |
| ➤ Working with Vendors | |
| ➤ Adding Vendors Record | |
| ➤ Purchase Order | |
| ➤ Goods Receiving Notes (GRN's) | |
| ➤ Payments | |
| 6. Payroll | 5 th DAY |
| ➤ Planning Payroll | |
| ➤ Setup Employees Default Information | |
| ➤ Working With Employees Information | |
| ➤ Producing Pay Checks | |
| 7. Time & Billing | 5 th DAY |
| ➤ Creating Time & Expense Items | |
| ➤ Time Tickets | |
| ➤ Expense Tickets | |
| ➤ Paying Employees | |

Tally Accounting Software

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| 8. Introduction To Tally | 1 st DAY |
| ➤ Over View of Existing Companies Record | |
| ➤ Creating Of new Company | |
| ➤ Tally Navigation Aids | |
| ➤ Tally Menu | |
| ➤ Overview of Tally Environment | |
| 9. General Ledger | 2 nd DAY |
| ➤ Charts of Accounts | |
| ➤ Adding new accounts | |
| ➤ Editing Charts of Accounts | |
| ➤ Creating General Journal Entries | |
| ➤ Accounts Reconciliation | |
| ➤ Adjusting Entries | |
| 10. Inventory Items | 3 rd DAY |
| ➤ Creating Inventory Items | |
| ➤ Creating Bill of Materials (BOM) | |
| ➤ Steps for making adjustments | |
| 11. Sales | 4 th DAY |
| ➤ Working with customers | |
| ➤ Adding Customers Records | |
| ➤ Quotations | |
| ➤ Sales Order | |
| ➤ Invoicing | |
| ➤ Receipts | |
| ➤ Producing Statements | |
| 12. Purchase | 4 th DAY |
| ➤ Working with Vendors | |
| ➤ Adding Vendors Record | |
| ➤ Purchase Order | |
| ➤ Goods Receiving Notes (GRN's) | |
| ➤ Payments | |
| 13. Payroll | 5 th DAY |
| ➤ Planning Payroll | |
| ➤ Setup Employees Default Information | |
| ➤ Working With Employees Information | |
| ➤ Producing Pay Checks | |
| 14. Time & Billing | 5 th DAY |
| ➤ Creating Time & Expense Items | |
| ➤ Time Tickets | |
| ➤ Expense Tickets | |
| ➤ Paying Employees | |

TERMS & CONDITIONS

WITHDRAWAL FROM THE CERTIFICATION

Students are not allowed to withdraw from the CERTIFICATION. If a student cannot continue the CERTIFICATION his/her fee will be forfeited.

CONDUCT AND DISCIPLINE

A disciplinary action, leading to rustication, will be taken against students whose conduct is found objectionable at any time during the course of study. Reference will be made to 3D Educators code of conduct.

EVALUATION AND GRADING

The performance of students is evaluated through continuous observation of a student's performance in the CERTIFICATION – class participation, submission of assignments, quizzes and exercises.

The student will be examined through three hourly exams conducted at the midterm and a final exam at the end of the program. Total marks for passing the CERTIFICATION will be 60 out of a total of 100.

Students who do not meet the attendance or any other eligibility criteria will not be allowed to appear in the final examination.

The following grading plan will be applicable for the CERTIFICATION:

A	87 - 100
B+	81 - 86
B	72 - 80
C+	66 - 71
C	60 - 65
F	below 60

Students who are unable to appear for the final exam are required to submit a written application stating the reason for not appearing for the exam. 3D Educators reserves the

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right to approve or deny such applications. If approved, the student will be allowed to sit for the exam within one month. Failure to do so, the student will be resubmit the examination fee and sit the future schedule exam. Without passing of the exams no certification will be awarded.



3D EDUCATORS

ONLINE CLASSES FACILITY AVAILABLE

This world is emerging and growing in the 21st Century very rapidly because of latest and remarkable technology and its advancement. The Information become so costly and organizations and individuals need the right information on right time. So, if they are not equipped with the latest and updated technological infrastructure then they may face the severe losses. Therefore, to have the updated knowledge and methodologies, all may require the complete set of instructions with proper guidelines. But, all are impossible without having the consultants/Experts/Trainers/Faculties.

We at 3D EDUCATORS believe and correlate the business processes with the integration of Information Technology and its systems. Now you can also avail this facility at your home.

DISTANCE NOT MATTER

You can join in the live classes Sessions of **3D EDUCATORS – TRAINERS & CONSULTANTS**

CONTACT US:

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(Get the Admission Form)

[Admission Form](#)

MANAGEMENT

3D EDUCATORS – TRAINERS & CONSULTANTS

FINAL CERTIFICATION AWARDED BY IMRTC – USA

SAMPLE CERTIFICATE

**CERTIFICATE
OF EXCELLENCE**

IMRTC USA Recognized
CERTIFICATION



This is to Certify That
Mr. Danny Jones Wales
*has successfully met the certification requirements as outlined in
IMRTC content and the policies adopted thereunder; hereby grants the certification of*

Certified OHSAS 180001 Lead Implementation

Student ID: IM864532201

Date of Commencement: May 4, 2014

Date of Ending: July 4, 2014



Cheryyel Rhodes

Principal of Institute

Director Affiliations and Official Affairs

INTERNATIONAL MANAGEMENT RESEARCH & TECHNOLOGY CONSORTIUM
Address: 2 Amy Avenue, Edison NJ 08817 NEW JERSEY - United States of America

Chapter ID: AS2933770
Partnership ID: AS5588322_Pakistan
Verification@imrtc.org

3D

CERTIFICATE OF AUTHORIZATION

**CERTIFICATE
OF AUTHORIZATION**

IMRTC USA Recognized

CERTIFICATE OF AUTHORIZATION



This is to Certify That IMRTC Authorized

3D EDUCATORS - TRAINERS & CONSULTANTS

*to work as Training & Research Partner in capacity of
PARTNER THROUGH PAKISTAN CHAPTER
for the scope of activity shown below in accordance with the applicable rules of
the IMRTC. The use of this certification and the authority granted by this
Certificate of Authorization are subject to the provision of agreement set
forth in the application.*

*The validity of this certificate is for Two Years from the date of Issuance
and will increase according to the performance
Issuance Date: 16 Aug 2015*

Cheryyel Rhodes

Director Affiliations and Official Affairs



Chapter ID: AS2933770

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