

# ACCOUNTING SOFTWARE

## Certification Program

### Who can do?

- 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.

**100,000+ Students  
have been Trained**

since  
1997

**Program is  
offered by**

**3D EDUCATORS  
INT**  
22 Years of  
Excellence in  
Training &  
Development

**Invest in  
People the  
only Asset  
that Appreciates**



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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 <sup>st</sup> Month
Digital Accounting (Advance Excel)	2 <sup>nd</sup> Month
Quick Book Software	1 <sup>st</sup> Month
Tally Accounting Software	2 <sup>nd</sup> Month
Total Duration	2-Months

### Other Learning Activities

Classroom Assignments	04
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### ABOUT THE PROGRAM INSTRUCTOR

The **“ACCOUNTING SOFTWARE”** Program 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 at senior position in the good Reputable multi located over the world. He has also involved in training and development for last fifteen years.

**In Affiliation with**





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**ADVANCE EXCEL  
SECTION A  
EXCEL BASICS**

**INTRODUCTION TO EXCEL**

**(1<sup>st</sup> DAY)**

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

**MS-EXCEL INTERFACE**

**(1<sup>st</sup> 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**

**(1<sup>st</sup> DAY)**

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

**USING TOOLBARS**

**(2<sup>nd</sup> 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]



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### **THE SORTING**

Ascending & Descending

**(2<sup>nd</sup> DAY)**

### **THE FILTERS**

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

**(2<sup>nd</sup> DAY)**

### **THE ADVANCE FILTERS**

Apply Advance Filter

**(2<sup>nd</sup> DAY)**

### **THE SUBTOTALS**

Apply Subtotals  
Remove Subtotals

**(3<sup>rd</sup> Day)**

### **THE DATA VALIDATION**

Apply Data Validation

**(3<sup>rd</sup> Day)**

### **The Form**

Data Forms  
Field & Record Concepts  
Field Declaration  
Find the Record

**(3<sup>rd</sup> Day)**



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### **CHARTS CONCEPT**

**(3<sup>rd</sup> 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**

**(3<sup>rd</sup> 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**

**(4<sup>th</sup> Day)**

- DB, DDB, SYD, SLN, VDB, PV,
- PMT, FV, RATE, NPV, IRR

#### **MISC. VALUABLE FUNCTIONS**

**(4<sup>th</sup> Day)**

- RANK, HOUR, AVERAGEA, CONCATENATE



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### **MACRO**

**(4<sup>th</sup> 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**

**(4<sup>th</sup> Day)**

- Add and Delete Name Ranged
- Define Name, Delete Name
- Create Names using Label
- Apply Names to Existing Ranges
- Use a Named Range in a Formula

### **THE CONDITIONAL FORMATTING**

**(4<sup>th</sup> Day)**

- Apply Conditional Formatting
- Using a Formula in Conditional Formatting

### **THE PIVOT TABLE**

**(5<sup>th</sup> Day)**

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

### **THE LOOKUP FUNCTIONS**

**(5<sup>th</sup> Day)**

- The HLOOKUP
- The VLOOKUP
- More Working with HLOOKUP
- The LOOKUP



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### **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**

**(5thDay)**

- 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



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### **Peach Tree Accounting**

#### **1. Introduction to Accounting**

- Manual Accounting V Computerized Accounting
- Basic Rules of accounting
- Accounting Cycle
- Accounting Terminologies

**1st DAY**

#### **2. Introduction To Peach Tree**

- Over View of Existing Companies Record
- Creating Of new Company
- Peach Tree Navigation Aids
- Peach Tree Menu
- Overview of Peach tree Environment

**1st DAY**

#### **3. General Ledger**

- Charts of Accounts
- Adding new accounts
- Editing Charts of Accounts
- Creating General Journal Entries
- Accounts Reconciliation
- Adjusting Entries

**2ndDAY**

#### **4. Inventory Items**

- Creating Inventory Items
- Creating Bill of Materials (BOM)
- Steps for making adjustments

**3rdDAY**



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### **5. Sales**

- Working with customers
- Adding Customers Records
- Quotations
- Sales Order
- Invoicing
- Receipts
- Producing Statements

**4th DAY**

### **6. Purchase**

- Working with Vendors
- Adding Vendors Record
- Purchase Order
- Goods Receiving Notes (GRN's)
- Payments

**4thDAY**

### **7. Payroll**

- Planning Payroll
- Setup Employees Default Information
- Working with Employees Information
- Producing Pay Checks

**5th DAY**

### **8. Time & Billing**

- Creating Time & Expense Items
- Time Tickets
- Expense Tickets
- Paying Employees

**5th DAY**



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### **Tally Accounting Software**

#### **8. Introduction To Tally**

**1st DAY**

- Creating Of new Company
- Over View of Existing Companies Record
- Tally Navigation Aids
- Tally Menu
- Overview of Tally Environment

#### **9. General Ledger**

**2nd DAY**

- Charts of Accounts
- Adding new accounts
- Editing Charts of Accounts
- Creating General Journal Entries
- Accounts Reconciliation
- Adjusting Entries

#### **10. Inventory Items**

**3rd DAY**

- Creating Inventory Items
- Creating Bill of Materials (BOM)
- Steps for making adjustments



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### **11. Sales**

- Working with customers
- Adding Customers Records
- Quotations
- Sales Order
- Invoicing
- Receipts
- Producing Statements

**4th DAY**

### **12. Purchase**

- Working with Vendors
- Adding Vendors Record
- Purchase Order
- Goods Receiving Notes (GRN' s)
- Payments

**4th DAY**

### **13. Payroll**

- Planning Payroll
- Setup Employees Default Information
- Working With Employees Information
- Producing Pay Checks

**5th DAY**

### **14. Time & Billing**

- Creating Time & Expense Items
- Time Tickets
- Expense Tickets
- Paying Employees

**5th DAY**



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## **TERMS & CONDITIONS**

### **WITHDRAWAL FROM THE DIPLOMA/CERTIFICATION**

Students are not allowed to withdraw from the Diploma. If a student cannot continue the Diploma 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 Diploma – class participation, submission of assignments, quizzes and exercises.



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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 Diploma 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 Diploma:

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



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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 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.



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### **ONLINE LIVE CLASSES FACILITY AVAILABLE**

- Instructor Led Training
- Real Time Presentations
- Interactive Classes
- Complete Notes and Other Stuff shall be provided through our Secure Student Login Member's Area
- For Online Live Classes, you may please download the Admission Form through our website <http://www.3deducators.com>. Fill it properly and attached the required document along with Picture and send back to [info@3deducators.com](mailto:info@3deducators.com) with scanned fee submitted voucher in the bank.
- For Pakistan you may submit the fee at any MCB Branch with the title of "3D EDUCATORS-TRAINERS & CONSULTANTS".
- If you are outside Pakistan then you may transfer via Bank to Bank or any western union, Fast Track, Money Gram or else International Transfer Body.
- After Admission, if you don't have GMAIL Account then you are requested to kindly make one GMAIL Account and shared it [info@3deducators.com](mailto:info@3deducators.com). Then further correspondence shall be made by our institute official.
- Extra Bandwidth Charges shall be incurred.

### **DISTANCE NOT MATTER**

You can join in the live classes Sessions of 3D EDUCATORS – TRAINERS & CONSULTANTS from anywhere of the world.



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### PRECAUTIONARY MEASURES

- During Classes, you are requested to make sure that you are in isolated room, where no noise should be there except your voice.
- Kindly Switch Off your Cell Phone during the class, because it will disturb the quorum of class.
- If you have taken the admission in the course online lonely, then ethically it is recommended and suggested that you alone in the class.
- Recording of Lectures are not allowed at your end.

This world is emerging and growing in the 21st Century very rapidly because of latest and remarkable technologies and its advancement. Due to advancement of technology, we 3D EDUCATORS offer Live Interactive class sessions

3D EDUCATORS believe on Information Technology and its systems. Now you can also avail this facility at your home.

### CONTACT US

021-34141329, 0333-2402474  
021-34857148

info@3deducators.com  
<http://www.3deducators.com>

Get the Admission Form

**Download Form** | 

**MANAGEMENT  
3D EDUCATORS  
TRAINERS & CONSULTANTS**



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**Global Recognized Certification from IMRTC USA**

**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*

**Computerized Accounting**

Student ID: IM864532201

Date of Commencement: May 4, 2014

Date of Ending: July 4, 2014

Principal of Institute



*Cheryyel Rhodes*

Director Affiliations and Official Affairs

**INTERNATIONAL MANAGEMENT RESEARCH & TECHNOLOGY CONSORTIUM**

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Chapter ID: AS2933770  
Partnership ID: AS5588322\_Pakistan  
[Verification@imrtc.org](mailto:Verification@imrtc.org)