APAT®
ACCOUNTING PRACTICAL APTITUDE TEST

ACCOUNTING
RESIDENTIAL
PRACTICE
PROGRAM

CA REP
CA RESIDENTIAL EXAM PRACTICE

LICENSED ACCA CBE CENTRE

ACCOUNTANTS ACADEMY

www.accountantsacademy.in

professional coaching

SINCE 1998

ABOVE 26 YEARS OF EXPERIENCE

CREATE YOUR SUCCESS STORY WITH ACCOUNTANTS ACADEMY!

ABOUT US

Our team includes Chartered Certified Accountants, Chartered Accountants, experts, and businessmen. By providing students with outcome—oriented instruction in both manual and computerised accounting, we hope to equip them with the skills necessary for success in the real world. Additionally, we believe it is our responsibility to help students find employment once they have completed our courses. Students who study here will find their efforts worth it because of the results. We offer students the opportunity to gain practical experience by preparing real-world business accounts through site visits, **internship programs and other means**. Students receive instruction from professionals in the disciplines of accounting, and taxation. In terms of student training, we cover all fields including well known companies. After they have mastered manual accounting, we teach them how to use the latest versions of various accounting software.The education you receive at Accountants Academy will undoubtedly exceed that of any other institution.

Here candidates get the opportunity to prepare the live accounts of business establishments by visiting those establishments directly or otherwise through internship programs.

This helps them to gain experience and confi dence as a virtual troubleshooter. Besides these, the candidates are instructed and trained by Chartered Certified Accountants, Chartered Accountants and other professionals. The training is programmed to provide vast knowledge in a wide spectrum ranging from trading, manufacturing, and other service sectors.

FEATURES

- ACCA/CA professionals in the board of directors and faculty members
- Internship program
- Advisory body with eminent personalities
- Congenial academic atmosphere
- Multi numbered compulsory projects to students for skill developments
- Individual classes are given for each student
- Unique "Total Development Programme" for equipping Students to meet the challenges to develop professionalism
- A complete practical oriented training in Accounting
- Offline and Online classes
- Basic idea of Accounting
- Placement information and assistance
- Practice in different types of accounting like Trading, Non Trading, Manufacturing, Finance Companies, and other service sectors etc
- Admission for commerce and non commerce students
- Assistance for practical training & online classes
- Lectures by qualified professionals, Chartered Certified Accountants, Chartered Accountants, and other professionals, etc
- Campus Selection
- Seminars & Webinars
- Training Programmes - Interview Techniques and Personality Development
- Mind tuning and goal setting training programs
- Guidance from experienced mentors to help them stay focused, achieve their goals and manage stress effectively.
- Group discussions and presentations.
- Students' progress analysis.
- Meet the psychologist program
- Training to manage diverse tasks in a professional office environment.

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

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 experiencein Accountants Academy than other institutes.

For Bright Future

Build your career after completing Class 10 with a globally recognized certification and bridge course that can really kick start your future..

APAT (ACCOUNTING PRACTICAL APTITUDE TEST)

We often find aptitude tests in many fields like numerical reasoning test, inductive reasoning tests, in-tray exercises etc. Aptitude means an innate, learned or acquired ability of an individual to perform certain tasks. Aptitude test is a systematic means of testing a candidate's abilities to perform such tasks. It is normally difficult to find a practical aptitude test in the field of accounting. The queries about how one can decide whether he is eligible for a career in accounting field or not, mode us to bring a novel and unique practical aptitude appraisal tool in accounting. In fact everyone needs a skill fitness certificate for an accounting career too.

APAT®
ACCOUNTING PRACTICAL APTITUDE TEST

SAP®

APAT is done in 3 LEVELS.

Level 1 Focuses on XI completed commerce students, level 2 focusing on graduates and Level 3 for working.

APAT LEVEL-1 Class 11 completed commerce students

It is an appraisal test, to guide their future study plans on professional accounting courses (CA, ACCA etc.) and also for their future accounting career

- Written Test Level-1 (Offline and online)
- Qualified students have to attend face-to-face interview with an expert
- APAT certificate for passed students.
- Top scorers will be provided scholarships who enrol in our future educational program

APAT LEVEL-2 Under Graduates

Written Test Level-1 (Offline and online)

- Qualified students have to attend face-to-face interview with an expert
- APAT certificate for passed students.
- Scholarships will be offered to top scorers who enroll in our future educational program.

APAT LEVEL-3 Working Accountants or Job seekers

- Test (written & practical) will be conducted in our training centers
- Face - to - face interview with an expert
- Certificate of proficiency credibility as an accountant will be provided to them or can be sent to their employer, if requested.

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.

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

CA (CHARTERED ACCOUNTANT, COURSE OFFERED BY INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA)

- Foundation Course
- Intermediate Course
- Final Course

ACCA (ASSOCIATION OF CHARTERED CERTIFIED ACCOUNTANTS)

- Knowledge Module
- Skill Module
- Professional module

EXAM PROCEDURE – ONLINE AND OFFLINE

IFRS (INTERNATIONAL FINANCIAL REPORTING STANDARDS)

SAP (SAP S/4 HANA)

- Introduction
- Enterprise Structure
- Financial Accounting Global Settings
- General Ledger Accounting
- Accounts Payable
- Accounts Receivable
- Banking
- Asset Accounting
- Tax
- Controlling
- Information System

ADLA INT (ADVANCED DIPLOMA IN LIVE ACCOUNTING WITH INTERNATIONAL CERTIFICATION)

- Manual accounting
- Computerised accounting- Tally Prime
- GST
- Microsoft excel
- Internship (LECP/RPP)
- AI tools for accounting
- Quickbooks
- Zoho books
- GST Return filing
- Gulf VAT
- Management accounting

EXAM PROCEDURE – ONLINE AND OFFLINE

ADLA (ADVANCED DIPLOMA IN LIVE ACCOUNTING)

- Manual accounting
- Computerized Accounting – TallyPrime
- GST
- Microsoft Excel
- Internship (LECP/RPP)
- AI Tools for Accounting

EXAM PROCEDURE – ONLINE AND OFFLINE

IDCAF (INTERNATIONAL DIPLOMA IN COMPUTERIZED ACCOUNTING AND FINANCE)

- Manual accounting
- Computerized accounting- Tallyprime
- Additional accounting softwares- Quickbooks,
- Zohobooks
- Microsoft Excel
- GST return filing
- G-VAT
- GST
- Management accounting

EXAM PROCEDURE - ONLINE AND OFFLINE

HDMCA (HIGHER DIPLOMA IN MANUAL AND COMPUTERIZED ACCOUNTING)

- Manual accounting
- Computerized Accounting – TallyPrime and Zohobooks, GST

EXAM PROCEDURE - ONLINE AND OFFLINE

ADMCA (ADVANCED DIPLOMA IN MANUAL AND COMPUTERIZED ACCOUNTING)

- Manual accounting
- Computerized Accounting – TallyPrime and GST

EXAM PROCEDURE - ONLINE AND OFFLINE

TallyPrime

- Fundamentals of Tally
- All Accounting Features(General, Outstanding Management, Budgets, Scenarios, Cost Profit Centre Management, Payroll Sysytem, Banking Features)
- All Inventory Features(Invoicing, Orders, Storage & Classifications and other features)
- All Statutory Features(GST, TDS, TCS, ESI, PF)
- Backup and restore.
- 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 Expert

- General Features and formatting
- Formulas, Functions and Graphs, Pivot Table, V-lookup,
- H-lookup and Other Advanced Features
- Invoice Prepration
- Salary Pay slip
- Bank reconciliation

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

- GST
- Income Tax, TDS, TCS
- Tax Filing

Zoho Books

- General features
- Inventory
- Basic and recurring invoices
- Quotes and sales order
- Payroll
- Budgets
- Bank and related transactions

Diploma in GST

- GST Basic matters, Practical Accounting in GST, Return filing

Diploma in Gulf VAT

- VAT rules of Gulf Countries, Practical Accounting in Gulf VAT

UAE Corporate Tax

- Practical Applications

OUR **LEADERSHIP**

MANAGING DIRECTOR
SHAJU KADAVALLUR
B.COM, MBA, ACCA

ADMINISTRATOR
SHIJI PRAVEEN
M.COM, ACCA

PRINCIPAL
UMA SRIDHAR
M.COM, FCCA

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

C.A VARGHESE FCA | DISA | Chartered Accountant | Cheeran Varghese & Co. | Thrissur

VARGHESE JOHN FCA | DISA | Chartered Accountant | Varghese John & Co. | Thrissur

OUR **MENTORS**

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M.COM, ACCA

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M.COM, FCCA

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B.COM, FCA, DISA (ICAI)

ANJANA T THOMAS
FCA

LIJOSE PANIKULANGARA
B.COM, MBA, ACA

SANGEETH WILSON
B.COM, ACA

OUR KNOWLEDGE PARTNERS

CHEERAN VARGHESE & CO.
Chartered Accountants | Thrissur

SERICT
PIONEERS OF CORPORATE MANAGEMENT
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SINCE 1998

SAP FINANCE SYLLABUS

Introduction
- SAP Introduction
- SAP System Landscape
- SAP ASAP implementation methodology
- Interview Preparation

Enterprise Structure
- Define Company
- Define Company Code
- Define Business Area
- Assign Company code to Company

Financial Accounting Global Settings
- Fiscal Year Variant
- Posting Period Variant
- Open & Close Posting Period
- Field Status Variant & Field Status Group
- Document Type
- Posting Key
- Document Number Range
- Tolerance group
- Interview Preparation

General Ledger Accounting
- Chart of Account
- General Ledger Group Creation.
- Retained Earning Account Creation
- General Ledger Master Creation.
- General Ledger Document Posting
- Display / Change General Ledger Document
- Park and Post General Ledger Document
- Hold General Ledger Document
- Recurring Transactions

Accounts Payable
- Vendor Master Creation
- Vendor Invoice posting
- Vendor Credit Memo Posting
- Vendor Downpayment process

Accounts Receivable
- Customer Master Creation
- Customer Invoice posting
- Customer Credit Memo posting
- Custom Downpayment Process

Banking
- Vendor Outgoing Payment
- Customer Incoming Payment
- Vendor / Customer Invoice Creation with Payment Terms
- Installment Payment Terms
- Cash Discount Payment Terms
- House Bank Creation
- Cheque Management
- Automatic Payment Program (APP)

Asset Accounting
- Create Asset Master
- Asset Aqusition Posting with Vendor / Without Vendor
- Asset Depreciation Run
- Asset Master Report
- Asset sales Posting With Vendor / Without Vendor
- Asset Scrapping

Tax
- Goods & Service Tax (GST)
- Tax Deducted at Source (TDS)

Controlling
- Controlling Area related Configuration
- Cost Element Creation
- Porfit Center Creation
- Cost Center Creation

Information System
- Vendor Balance Line Item & Period Wise Report
- Customer Balance Line Item & Period Wise Report
- Cheque Register Report
- Cost Center & Profit Center Report
- Profit & Loss Statement
- Balance Sheet Statement

Residential Practice Program

The residential practice program done at S E R I C T Private Limited offers real—world employment experience. This program is also administered by seasoned Chartered Accountants and Chartered Certified Accountants. This gives students the ability to do live e-filings for Indian and foreign companies. Students who complete the RPP receive a certificate of live experience and placement support.

- Live experience
- Residential Program

Residential Exam Practice

After completing coaching at Accountants Academy, a student can perform exam practice at CA-REP is a one of a kind institute offering 4.5 months of residential exam practice designed to help students succeed in CA exams. Throughout their journey, students will reside in an apartment exclusively for CA practice. CA-REP helps them stay ahead of the curve with a calm and quiet study environment, constant exam practice, and guidance from qualified Chartered Accountants. The residential exam practice is designed to empower students with the knowledge, time management skills, and confidence required to pass the exam with ease. They can become the chartered accountants they have always aspired to be with CA-REP!

LECP (Live Experience Certification Program)

- Online Module (Program)
- Live Experience

Counsellor's Notes

ACCOUNTANTS ACADEMY
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STUDY

ACCA

CA REP
CA RESIDENTIAL EXAM PRACTICE

SAP Student Academy
SAP
with Authorization

CORPORATE OFFICE

THRISSUR

ACCOUNTANTS ACADEMY CAMPUS I HAMRIYA REGENCY I NEAR KAUSTHUBHAM AUDITORIUM I SHORNUR ROAD
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SAP Student Academy SAP | ACCA | Tally Prime Gold | Office | e-Taxation COURSES for Smart Accountants & Professionals | CA | CA REP | Zoho Books | Peachtree by Sage

GST Diploma | ADLA Advanced Diploma in Live Accounting | IFRS | QUICKBOOKS | MANUAL ACCOUNTING | INTERNATIONAL ACCOUNTING | ACCOUNTING PRACTICE | Diploma In GULF VAT | MANAGEMENT ACCOUNTING