



e-Accounting and Taxation with GST) **Syllabus**

Duration – 6 Months

Eligibility: Commerce Graduate

Structure

Module 1: Accounting

Module 2. GST (Theory and practical)

Module 3. Income Tax (Theory and practical)

Module 4. Professional Tax

Detailed Syllabus

Module 1: Accounting

A. Foundation of Accounts

1. Concept of Business & Profession Type of Business, Golden Rule of Accounts;
2. Transaction convert into Journal with the help of Golden Rule;
3. Concept of Ledger, Trial Balance and Final Accounts;
4. Overview all the above matters;

B. Tally ERP 9.0 (GST version)

1. Introduction of Tally ERP 9 Creation of Company & ledgers, Balance Sheet;
2. Various vouchers making (as for example – receipts, payments, contra etc);
3. Various vouchers making (as for example – receipts, payments, contra etc);
4. Various vouchers making (as for example – receipts, payments, contra etc);
5. Various vouchers making (as for example – receipts, payments, contra etc);
6. Various vouchers making (as for example – receipts, payments, contra etc);
7. Activation of GST and making purchase and sales bills;
8. Making purchase and sales bills;
9. Making purchase and sales bills
10. Entries of receipts from debtors and payments to creditors;
11. Entries of receipts from debtors and payments to creditors;
12. Special entries in TALLY ERP 9 TDS, stock transfer & other adjustment entries;
13. Special entries in TALLY ERP 9 TDS, stock transfer & other adjustment entries;
14. Special entries in TALLY ERP 9 TDS, stock transfer & other adjustment entries;
15. Making GST adjustment entries (IGST, CGST & SGST);
16. Making GST adjustment entries (IGST, CGST & SGST);
17. Monthly Bank Reconciliation in TALLY;
18. Monthly Bank Reconciliation in TALLY;
19. Monthly Bank Reconciliation in TALLY;
20. Various report generation & key functions in TALLY;
21. Back up & Restore of Data – various report generation in ERP;

Module 2. Income Tax (Theory and practical)

A. Theory

1. Overall idea about Income tax;
2. Various ITR, Challan, Return due date etc.

B. Practical

1. Create user Id and Password, view 26 AS, Download ITR;
2. Fill up ITR 1 and Submit procedure;
3. Fill up ITR 2 and Submit procedure;
4. Fill up ITR 3 and Submit procedure;
5. Fill up ITR 4 and Submit procedure;
6. Fill up ITR 5 and Submit procedure;

3. TDS (Tax Deducted at Source)

A. Theory

Overall idea about TDS

B. Practical

TDS payment and TDS Return

Generate TDS Certificate, Revised Return;

Module 3. GST (Theory and practical)

A. GST Theory

B. Practical

Module 4. Profession Tax

A. Theory

Overall idea about profession Tax;