

Computerized Financial Accounting With GST

(8 Months)



1. MS-Office **(Office Automation)**

- Introduction to Computers
- Introduction to Operating Systems
- Working with WINDOWS
- Introduction to MS-Excel
- Using Tables, Functions and Charts
- Managing Excel Data
- Introduction to MS- Word
- Formatting Documents
- Tables and Reviewing Options
- Introduction to MS PowerPoint
- Objects and Slide Shows
- Concepts of Internet
- Integrating MS Office with Networks
- Introduction to MS Outlook
- Folders, Task and Journals

2. Adv. Excel

- Statistical Analysis Using MS-Excel
- Sharing and Maintaining Workbook
- Formulas
- Function
- Advanced Chart Features
- Presenting Data Visually
- Data Analysis
- Macros
- Forms
- Sorting
- Filtering
- Calculations
- Data Storage
- Data Analysis 18 stats Formulas Eg Histogram, T-Test, Z-Test, Regression etc.
- V-Lookup
- H-Lookup
- Pivot Table
- Goal Seek
- Scenario
- Data Tables
- Tool Pack

3. Advance Presentation **Techniques**

- PowerPoint Basics, Links, and Illustrations
- Working with Slides
- Reviewing and Finalizing Presentations
- Sharing PowerPoint Content
- Distributing and Securing a Presentation
- Improved Presenter Tools

4. Computerized Accounting with GST

5. Basic of Accountancy
6. Principles, Concepts and Conventions of Accounting
7. Recording Procedure in Accounting
8. Bank Reconciliation
9. Preparation of Final Accounts
10. Concepts of Goods and Services Tax (GST)
11. Computerized Accounting Systems Using Tally. ERP9 with GST
12. Depreciation
13. Accounting for Joint Venture
14. Accounting for Consignment
15. Hire Purchase and Installment
16. Accounting for Inland Branches Interest Calculation, Point of Sales (POS), Budget, Bill of material (BoM) , Memorandum voucher, Reversing Journal, TCS, Security Control.
17. New features of Release 6.1-UCQfor GST, Generating & Filing of GST-3B, E-SUGAM, Refund Vouchers, Reports, Filing Returns, Purchase from URD-Reverse Charge Liability.
18. Release 6.2-Generating & Filing of GSTR -1 & 2 Reports ,Purchases from Unregistered dealers updated, Nil rated Purchases, SEZ Purchases
19. Release 6.3-Exporting of GSTR-3B in JASON format, Generate Quarterly GSTR-1 Report, GCC VAT, Print Invoices with item-wise and rate-wise breakups, Inclusion of Interest and Late Fees payable.
 - E-Way Bill, Generating of E-Way Bill from Portal, Defining of e-way Bill in Tally, Sample Invoice Print, Supports business locator in EEZ, Deemer Exports as per GST Notification, File quarterly e-TDS/TCS as per latest tool.
 - Release 6.4 EEZ (Exclusive Economic Zone), E-WAY BILL, COMPOSITION SCHEME, OTHER ENHANCEMENTS IN RELEASE.

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5. Direct Taxation

20. Basic Concept of Income Tax
21. Residence and Scope of Total Income
22. Heads of Income
23. Salaries
24. Income from House Property
25. Profit of Business or profession
26. Capital Gains
27. Income from other sources
28. Deduction from Gross total Income
29. Computation of total Income

6. Introduction to GST

30. Preliminary
31. Administration
32. Levy and Collection of Tax
33. Time and Value of Supply
34. Input Tax Credit
35. Registration
36. Tax Invoice, Credit, and Debit Notes
37. Accounts and Records
38. Returns
39. Payment of Tax
40. Refunds
41. Assessment
42. Audit
43. Inspection, Search, Seizure, and Ares
44. Demands and Recovery
45. Liability to pay in certain cases
46. Advance Ruling
47. Appeals and Revision
48. Offences and Penalties
49. Transitional Provisions
50. Miscellaneous