



## Tally and GST Training

Duration: **300 Hrs.**

### Course Highlights:

#### SEM 1: Financial Accounting with MS Office

- Introduction to IT and Fundamentals
- MS-Word, PowerPoint
- MS-Excel and Advanced Excel
- Introduction to Internet
- Introduction to Accounting
- Golden Rules and Financial Statement Analysis
- Company Creation Using Tally Prime

#### SEM II: Industrial Accounting using Tally Prime

- Groups and Ledger
- Voucher with Day Book Reconciliation
- Bank Reconciliation Statement
- Interest Calculation and Budget
- Multicurrency Entry
- Fixed Asset Register with Auto Depreciation

#### Sem III: Advance Business Accounting using Tally Prime

- Overview of Bank Management System
- Cost Sheet Analysis
- Job Costing and BOM
- Point of Sales
- Cost Center and Category
- Inventory Accounting with Stock Maintain
- Inventory Valuation (LIFO, FIFO etc.)
- Material In/Out Processing

#### Sem IV: Tally and Advance Taxation with Tally Prime

- Direct vs Indirect vs Advance Tax
- TDS, TCS
- Overview of GST and Input Claim
- ITC Reversal
- GST Payment
- GST Special Cases and Reverse Charge
- GST Ecommerce in Tally
- E-Invoice / QR Invoice
- Payroll with PF in Tally
- E-Filing with Live Return Submit (GSTR-1 / 3B)
- Professional Tax Payment

### Final Project

*Above mentioned topics will be covered in detail during training sessions.*