Financial Accounting & Business Taxation

Module-1

Business Accounting

• Basics of Accounts
• Accounting Standard
• Types of Accounts
• Basics of Tally ERP9
• Creation / Setting up of Company in Tally ERP9
• Creating Accounting Masters in Tally ERP9
• Setting up Accounts Heads
• Group & Ledger Creation
• Voucher Entry
• Debit & Credit Note
• Creating Inventory Masters in Tally ERP9
• Stock Groups Godowns / Locations
• Unit of Measure Stock Items
• Advance Accounting in Tally ERP9
• Bill Wise Details
• Cost Centres and Cost Categories
• Invoice Entry using voucher categories
• Payment vouchers using voucher classes
• Stock Journal using vouchers classes
• Adjusting Forex Gain / Loss
• Bank Reconciliation
• Interest Calculation
• Creating a Group Budget
• Order Processing in Tally ERP9
• Sale / Purchase order processing
• Display Columnar orders & Stock Details
• Reorder Levels
• Tracking Numbers
• Bill of Materials
• Price Levels & Price Lists
• Stock Valuation
• Zero valued Entries

Module-2 (GST & TDS/TCS with Tally ERP9)
GST Filing with Tally ERP9
• What is Goods & Service Tax Act 2017
• Types of Taxes under GST
• How will GST work in Tally ERP9 ?
• Introduction to GST Invoice
• Invoice format under GST Regime
• Introduction to Credit Note in GST
• Credit Note in GSTRIB & GSTRI

- Bill of Supply in GST
- E-way bill in GST
- Introduction to GSTR1
- Introduction to GSTR3B
- Introduction to GSTR2A
- Matching of GSTR2A with GSTR3B
- GSTR3B Correction
- GSTR1 Reconciliation
- File GSTR3B from Tally ERP9
- File GSTR1 using Tally ERP9
- Generate Eway Bills using Tally ERP9
- How to Pass Accounting Entries under GST
- Point of Sale (POS)

TDS Filing with Tally ERP9

- TDS Process
- TDS Features in Tally ERP9
- Enabling TDS in Tally ERP9
- Recording Basic TDS Transactions
- Transactions Involving TDS
- Payments of TDS
- Generating TDS Challan
- Recording Advanced TDS Transactions
- Transactions involving TDS
- Adjustments in TDS
- TDS on Expenses with Inventory
- TDS on Fixed Assets
- TDS on Sales Commission
- Reversal of Excess TDS Deducted
- TDS Reports
- Computation
- Challan Reconciliation
- TDS Return
- Out Standing (TDS Payable)
- TDS Not Deducted

Module-3 (Payroll & Income Tax with Tally ERP9)
Payroll with Tally ERP9

- Payroll Accounting & Compliance
- Configuring Payroll in Tally ERP9
- Processing Payroll in Tally ERP9
- Accounting for Employees PF Contribution
- Processing Employer PF Contribution
- Payment of PF
- Accounting for Employer ESI Contributions
- Processing Employer ESI Contribution
- Payment of ESI
- Payment of Professional Tax
- Generating Payroll Reports
- Pay Sheet
- Payroll Statement
- Payroll Register
- Employee Pay head Break up
- Shortcut keys

Income Tax with Tally ERP9
• Introduction to Income Tax
• Configuring Income Tax in Tally ERP9
• Income Tax Master Configuration
• Employees Income Tax Declarations
• Override Income Tax
• Tax Configuration
• Pay Head creation for Income Tax Deduction
• Processing Salary with Income Tax Deduction
• Income Tax Reports
• Income Tax Returns

Module-4
Income Tax E-Filing
• Introduction of Income Tax
• Computation and Filing of ITR01
• Computation and E Filing of ITR02 (Income from House & Property)
• Computation and E Filing of ITR02 (Income from Capital Gain & Agriculture)
• Computation & E Filing of ITR03
• Computation of Presumptive income & E Filing of ITR04
• Computation of Partnership Firm & E Filing of ITR05
• Computation of Companies Return & E Filing of ITR06
• Online Registration for PAN

Module-5
Tax Deducted at Source (TDS) / Tax Collected at Source (TCS) E-Filing
• Introduction of Taxation in India
• Payment to other than Salary Return 26Q
• TDS Return Form 26Q
• Salary Components with Payroll
• TDS Return Form 24Q
• Tax Collection at Sources
• Payment to Non-Resident 27Q
• About Traces Website
• Interest & Penalty
• TDS on Property & Rent
• TAN (Tax deduction & collection)

Module-6
Goods & Services Tax (GST)
• Introduction of Goods & Services Tax (GST)
• Structure of GST
• Invoicing in GST
• Input Tax Credit & Payment in GST
• GST Return Filing
• Composition Scheme Under GST
• Reverse Charge Mechanism (RCM)
• E-Way Bill under GST
• Registration under GST