

Certificate Course in Tally with GST

S.No	Topics
1	Introduction of Accounting, definition, Single Entry or Double Entry system, Accounting cycle, Book Keeping.
2	Accounting equations, types of accounts, rules of Accounting, Accounting standards.
3	Accounting concepts & conventions, phases of Accounting: Journal
4	Ledger Posting
5	Trial Balance
6	Preparation of Cash book, Subsidiary books.
7	Trading and Profit & Loss Account
8	Balance Sheet
9	Practical problems of Final Accounts (related to Proprietorship)
10	Practical problems of Final Accounts (related to NPO)
11	Doubt Class and Class Test
12	Test Discussion and Introduction of Tally: Company Creation
13	Company creation; creating, selecting, deleting, shutting a company, altering company details changing data directory, auto selection of company
14	Creation of user defined primary groups, display- alteration of groups-Ledger Accounts-
15	Tally vouchers-Meaning- Payment Vouchers-Receipt vouchers-entering, deleting, cancelling, printing avoucher- Postdated vouchers
16	Practice
17	Practical Test of Voucher Entries
18	Sales and Purchase Entries
19	Receivables and Payable management- Meaning-activating bill wise details-sales entries, purchases entries, Purchases Returns, Sales returns Receipt, payment entries- Display and printing of outstanding printing reminder letters- printing confirmation.
20	Creation of Budgets, Group Budgets, Budget ledgers, Alteration of Budgets-deletion of budgets.
21	Practice
22	TDS: Meaning, TDS- ledger creation- voucher entry-Payment entry,

S.No	Topics
23	TDS Computation-TDS Report
24	Introduction to GST: meaning, concept, rates under GST Act
25	Statutory & Taxation Details of Company, GST Registration of Company
26	Concept & Entries of CGST, SGST & IGST
27	Practice
28	Practical Test of GST Entries
28	GST reports under GST Act, GSTR1, GSTR2, GSTR 3B
30	Procedure of Input Tax Credit, Creation of GST Challan
31	Point of sale, Point of Supply, Invoicing
32	Excel Table & Balance Sheets, Salary Chart, Total Per, Practice Of Excel
33	Class Test
34	PPT on GST meaning, concept, types and rates
35	Bank Reconciliation and export of various reports from Tally to Excel
36	Analysis of reports
37	Practice Class
38	Preparation of Resume for Mock Interview
39	Practice Class
40	Practice Class
41	Practice Class
42	Doubt Class
43	Final Test
44	Online GST Registration Procedure