

TOPICS COVERED IN ADVANCED TALLY

- Introduction of Tally
- Accounts Info and Inventory Info
- Types of Vouchers and Enteries
- Cost center and Cost Category
- Bank reconciliation statements (BRS)
- GST Configuration and Entries
- TDS Configuration entries
- Backup and restore
- Exporting tally data into GST portal
- Multiple price level and lists
- Security control and Tally vault
- Bill of materials
- Different actual and billed quantity
- · Batch wise details
- Bill wise details
- Payroll



GST SYLLABUS

GST Introduction

gstgovin Portal Explanation

Registration

- Tax Payer Registration, Prop Company
- Amendment and DSC
- Revocation and Cancellationxt

GST Returns

- GSTR1 and 2A
- GSTR1, Offline tool
- Credit Note Debit Note, RCM, Amendment
- GSTR 3B, 2B
- GSTR 5, 6, 7
- Monthly/ Composition/ Quarterly

Annual Returns

- GSTR 4
- GSTR9

Others

Refund and E-way Bill



INCOME TAX SYLLABUS

Income Tax Introduction

incometaxfilingindiagovin Portal Explanation

Head of Income and Computation of Income

- Income from Salary
- Income from Other service
- Income from Business or Professional
- Income from capital gain
- Income from House property

ITR Filing and Tally Finalisation

- ITR 1, ITR 2
- ITR 3, Tally Finalisation
- ITR 4, ITR 5
- ITR 6 and 7 Overview

Assessment

· Assessment Procedured, Rectification and Notice

Others

- TDS Rates, depreciation Rates
- Forms 26AS
- Loss Set off and Carry/Forward



TDS SYLLABUS

- · Basics and Overview
- Registration TRACES
- TDS Challan Creation and Payment
- TDS Revised and Correction

Statement

• e-filing TDS return and Certification Generation



ESIC AND EPF SYLLABUS

- Basics and Overview
- Registration
- e-Returns and challan
- Register, Documentation and Letter

Correspondence

