

ABOUT THE COURSE

COURSE NAME:	ADVANCED TALLY WITH GST
TOTAL DURATION:	45 Hrs
MODE OF DELIVERY	PHYSICAL CLASSROOM TRAINING AT RESPECTIVE COLLEGES
TRAINER TO STUDENT RATIO:	1:50
TOTAL MARKS:	75

Table 1	
OVERALL COURSE OBJECTIVE:	<ol style="list-style-type: none">1. Equip learners with comprehensive skills in using Tally software for accounting and incorporating the complexities of GST compliance2. Efficiently create, modify, and manage GST-compliant transactions using Tally3. Utilize Tally's features to enhance efficiency, make informed decisions, and contribute effectively in professional environments.

LEARNING OUTCOME:	<ol style="list-style-type: none">1. Create company profiles, ledgers, vouchers, bank reconciliations and advanced functionalities such as budgeting, scenario management, multicurrency transactions, etc with tally.2. Perform inventory management functions including manufacturing processes, batch-wise tracking, stock valuation, job costing, etc.3. Implement GST components such as CGST, SGST, IGST, UTGST, registration procedure and compliance requirements.4. Perform GST transactions in Tally. Create and manage GST-compliant transactions such as sales invoices, purchase invoices, journal entries etc.5. Calculate TDS, TCS, GST concepts and filing procedures for statutory compliance.6. Generate and file GST returns using Tally by using GST return forms.7. Evaluate the GST audits and assessments8. Generate and analyse financial reports9. Troubleshoot, identify and resolve discrepancies in GST transactions and GST compliances.10. Configure Tally to suit specific business needs, ensuring data security and access control using .Net features in Tally11. Familiarize with cloud integration, data synchronization and real-time collaboration features in Tally for the workplace.
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TABLE 2: MODULE WISE COURSE CONTENT AND OUTCOME

SL. NO	MODULE NAME	MODULE CONTENT	MODULE LEARNING OUTCOME	DURATION (HRS)
1	Basics of Accounting	<ul style="list-style-type: none">● Introduction of Accounting● Accounting Methods● Golden Rules● Final Account (P & L Account / Balance Sheet)● Recording of Transactions● Creating and Maintaining a Company	Refresher of accounting concepts	06
2	Basics of Tally Prime	<ul style="list-style-type: none">● Introduction of Tally Software● Accounting Features● Configuration of Tally● Advantages of Tally Software● Company Creation● Groups and Ledgers	Familiarization with Tally accounting software	06

		<ul style="list-style-type: none"> ● Recording Office Expenses 		
3	Advanced Accounting Voucher	<ul style="list-style-type: none"> ● Purchase Voucher ● Sales Voucher ● Contra Voucher ● Payment Voucher ● Receipt Voucher ● Debit Note Voucher ● Credit Note Voucher ● Journal Voucher ● Reverse Voucher ● Reverse Journal Voucher ● Memorandum Voucher (MEMO) 	Proficiency with the most Important accounting entries in any company	08

4	Bank Reconciliation	<ul style="list-style-type: none"> ● Interest Calculation ● Electronic Payments ● Sources of Financing ● Collaterals (Types of Loan) ● Data Required for Financing ● Use Contra Voucher ● Use Payment Voucher ● Use Receipt Voucher ● Verify Bank Book ● Verify Passbook 	Perfect matching of bank entries with that of book entries	10
5	GST	<ul style="list-style-type: none"> ● GST Concept and Acceptability ● Tax Components of GST ● Creating GST Classifications (SGST/CGST/IGST) <ul style="list-style-type: none"> ● Recording GST Transactions of Trading Firms ● Recording GST Transactions of Service Providers 	Administration of the most important concepts of GST	15

		<ul style="list-style-type: none"> • Generating GST Reports • Exporting Data For Returns Summary • GST Reports – GSTR1, GSTR2, GSTR3 & GSTR 3B • GST Challans, Payments and Due Dates • Exporting Data for Returns form GSTR1, GSTR3, GSTR3B 	
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TABLE 3: OVERALL COURSE LEARNING OUTCOME ASSESSMENT CRITERIA AND USE CASES		
LEARNING OUTCOME	ASSESSMENT CRITERIA	USE CASES
Handling Income Tax Filings	Accuracy, completeness, and timeliness of tax filings	<p>Use Case 1: Individual Tax Return Task: Prepare and file an individual tax return, considering all relevant deductions and exemptions.</p> <p>Use Case 2: Business Tax Filing Task: File tax returns for a small business, ensuring compliance and optimization of tax liability.</p>
Applying GST Regulations	Accuracy in GST calculations and compliance	<p>Use Case 1: GST Compliance for a Retail Business Task: Calculate and file GST returns for a retail business, ensuring accurate classification and input tax credit.</p> <p>Use Case 2: Service Provider GST Filing Task: Handle GST for a service provider, including the generation of GST reports and compliance with filing deadlines.</p>

<p>Proficiency in Digital Accounting Tools</p>	<p>Efficiency and accuracy in using digital tools</p>	<p>Use Case 1: Managing Company Accounts in Tally Task: Maintain and manage the accounting records of a company using Tally Prime software.</p> <p>Use Case 2: Implementing Electronic Payments Task: Streamline the payment process using Tally, including bank reconciliation and electronic payments.</p>
<p>Effective Tax Planning and Saving Strategies</p>	<p>Effective implementation of tax-saving strategies</p>	<p>Use Case 1: Tax Planning for Individuals Task: Devise and implement tax-saving strategies for individual clients.</p> <p>Use Case 2: Corporate Tax Optimization Task: Develop a tax optimization plan for a corporate entity, considering various sources of financing and collaterals.</p>
<p>Performing GST Transactions</p>	<p>Mastery in recording and reporting GST transactions</p>	<p>Use Case 1: Trading Firm GST Management Task: Record and manage GST transactions for a trading firm, including the creation of GST classifications and generating GST reports.</p> <p>Use Case 2: Service Tax Implications Task: Understand and apply GST for a service oriented company, focusing on accurate reporting and timely filing.</p>

TABLE 4: LIST OF FINAL PROJECTS (20 PROJECTS THAT COMPREHENSIVELY COVER ALL THE LEARNING OUTCOME)

SL.NO	FINAL PROJECT
1	Individual Income Tax Filing: Prepare and file income tax for an individual, considering various income sources and deductions.
2	Small Business Tax Management: Handle complete tax management for a small business, including income tax and GST compliance.
3	Retail Business GST Filing: Calculate and file GST for a retail business, ensuring accuracy in classifications and input tax credit.
4	Corporate Tax Strategy: Develop a comprehensive tax strategy for a corporate entity, focusing on tax saving and compliance.
5	Service Provider GST Handling: Manage GST for a service provider, including report generation and filing.
6	Accounting System Setup in Tally: Set up and maintain a full accounting system for a company using Tally Prime.
7	Bank Reconciliation in Digital Accounting: Perform bank reconciliation using Tally, matching book entries with bank statements.
8	Financial Analysis for Loan Procurement: Prepare financial documents and analyses for securing a business loan, using various collaterals.
9	Advanced GST Scenarios: Handle complex GST scenarios for different business models, including trading and service providers.
10	Electronic Payment Integration: Implement and manage electronic payment systems in Tally for efficient transaction processing.
11	Tax Planning for High Net-Worth Individuals: Create tax planning strategies for high networth individuals, focusing on savings and compliance.
12	E-commerce Business Tax Handling: Manage the complete tax scenario for an e-commerce business, including income tax and GST aspects.

13	Manufacturing Sector GST Compliance: Handle GST compliance for a manufacturing business, dealing with SGST/CGST/IGST.
14	Import-Export Business Taxation: Manage taxation aspects, including GST, for a business involved in import and export.
15	Non-Profit Organization Tax Management: Develop a tax management strategy for a nonprofit organization, ensuring compliance and optimization.
16	Real Estate Business Taxation: Handle taxation for a real estate business, focusing on GST implications and income tax filings.
17	Healthcare Sector Tax Management: Manage the tax scenario for a healthcare provider, including GST and income tax aspects.
18	Hospitality Industry Tax Handling: Address the unique tax requirements of the hospitality industry, focusing on GST and income tax.
19	Financial Services Tax Compliance: Ensure tax compliance for a financial services company, dealing with complex taxation scenarios.
20	Tax Audit Preparation: Prepare for and assist in conducting a tax audit, ensuring all records and filings are accurate and compliant.

TABLE 5: COURSE ASSESSMENT RUBRICS (TOTAL MARKS: 75)

ASSESSMENT CRITERIA	DESCRIBE THE CRITERIA OF THE BELOW CATEGORY PERFORMANCE			TOTAL MARKS
	FAIR	GOOD	EXCELLENT	
Accuracy in Tax Calculations and Filings	Basic accuracy, minimal errors in calculations.	High accuracy with few errors; timely filings.	Exceptional accuracy; perfect and timely filings.	25
GST Compliance and Reporting	Basic understanding of GST, some compliance issues.	Good compliance, accurate GST reporting.	Excellent GST compliance, innovative reporting solutions.	25
Proficiency in Accounting Software	Basic use of Tally and other software.	Good proficiency in using software for accounting tasks.	Expert level proficiency, efficient and innovative use of software.	25