ABOUT THE COURSE

With the increasing adoption of digital accounting and compliance solutions, Advanced Tally with GST has become a critical skill for commerce graduates. Tamil Nadu's growing business ecosystem demands professionals adept at managing financial records, generating GST-compliant invoices, and filing returns efficiently. A 45-hour skilling course tailored for B. Com students equip them with expertise in Tally Prime, GST integration, and financial reporting, aligning their academic knowledge with practical industry applications. This course enhances employability in sectors such as accounting firms, SMEs, and corporate finance departments, addressing the demand for skilled manpower while fostering digital literacy and compliance in Tamil Nadu's economy.

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 Course Objective & Learning Outcome	
OVERALL COURSE OBJECTIVE:	1. Equip learners with comprehensive skills in using Tally software for accounting and incorporating the complexities of GST compliance 2. Efficiently create, modify, and manage GST-compliant transactions using Tally 3. Utilize Tally's features to enhance efficiency, make informed decisions, and contribute effectively in professional environments.
LEARNING OUTCOME:	4. Create company profiles, ledgers, vouchers, bank reconciliations and advanced functionalities such as budgeting, scenario management, multicurrency transactions, etc with tally. 5. Perform inventory management functions including manufacturing processes, batch-wise tracking, stock valuation, job costing, etc.

| | | 6. | Implement GST components such as CGST, SGST, IGST, UTGST, registration procedure and compliance requirements. |
| | | 7. | Perform GST transactions in Tally. Create and manage GST-compliant transactions such as sales invoices, purchase invoices, journal entries etc. |

8. Calculate TDS, TCS, GST concepts and filing procedures for statutory compliance.

9. Generate and file GST returns using Tally by using GST return forms.

10. Evaluate the GST audits and assessments

11. Generate and analyse financial reports

12. Troubleshoot and resolve discrepancies in GST transactions and GST compliances.

13. Configure Tally to suit specific business needs, ensuring data security and access control using .Net features in Tally.

TABLE 2: MODULE WISE COURSE CONTENT AND OUTCOME				
SL.NO	MODULE NAME	MODULE CONTENT	MODULE LEARNING OUTCOME	DURATION (HRS)
1	Basics of Accounting	1. Introduction of Accounting 2. Accounting Methods 3. Golden Rules 4. Final Account (P & L Account / Balance Sheet) 5. Recording of Transactions 6. Creating and Maintaining a Company	Analyze and apply the fundamental principles of accounting to create and maintain financial statements like Profit & Loss and Balance Sheets.	06

2	Basics of Tally Prime	7. Introduction of Tally Software 8. Accounting Features 9. Configuration of Tally 10. Advantages of Tally Software 11. Company Creation 12. Groups and Ledgers 13. Recording Office Expenses	Demonstrate the ability to configure Tally software, manage company accounts, and record office expenses efficiently.	06
3	Advanced Accounting Voucher	14. Purchase Voucher 15. Sales Voucher 16. Contra Voucher 17. Payment Voucher 18. Receipt Voucher 19. Debit Note Voucher 20. Credit Note Voucher 21. Journal Voucher 22. Reverse Voucher 23. Reverse Journal Voucher 24. Memorandum Voucher (MEMO)	Construct and manage complex financial entries such as purchase, sales, payment, receipt, and journal vouchers with accuracy and precision.	08

4	Bank Reconciliation	1. Interest Calculation 2. Electronic Payments 3. Sources of Financing 4. Collaterals (Types of Loan) 5. Data Required for Financing 6. Use Contra Voucher 7. Use Payment Voucher 8. Use Receipt Voucher 9. Verify Bank Book 10. Verify Passbook	Evaluate and reconcile banking transactions by verifying passbooks and financial entries while ensuring accuracy in financial statements.	10	
5	GST	1. GST Concept and Acceptability 2. Tax Components of GST 3. Creating GST Classifications 4. (SGST/CGST/IGST) 5. Recording GST Transactions of Trading Firms 6. Recording GST Transactions of Service Providers 7. Generating GST Reports 8. Exporting Data for Returns Summary 9. GST Reports – GSTR1, GSTR2,	Design and manage GST classifications, record transactions, and generate tax reports like GSTR1, GSTR3B, and GST Challans to ensure compliance.	15	

			GSTR3 & GSTR 3B
			10. GST Challans, Payments and Due Dates
			11. Exporting Data for Returns form GSTR1, GSTR3, GSTR3B

TABLE 3: OVERALL COURSE LEARNING OUTCOME ASSESSMENT CRITERIA AND USE CASES			
LEARNING OUTCOME	**ASSESSMENT CRITERIA**	**Performance Criteria**	**USE CASES**
Handling Income Tax Filings	Accuracy, completeness, and timelines of tax filings	- Prepare error-free tax returns. - Include all applicable deductions and exemptions. - Meet deadlines for submission.	Use Case 1: Individual Tax Return Task: Prepare and file an individual tax return, considering all relevant deductions and exemptions. Use Case 2: Business Tax Filing Task: File tax returns for a small business, ensuring compliance and optimization of tax liability.
Applying GST Regulations	Accuracy in GST calculations and compliance	- Ensure correct classification of SGST, CGST, and IGST. - Generate accurate GST reports. - Submit GST filings within deadlines.	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. 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.
Proficiency in Digital Accounting Tools	Efficiency and accuracy in using digital tools	- Maintain complete and accurate accounting records. - Reconcile accounts without errors. - Process electronic payments promptly.	Use Case 1: Managing Company Accounts in Tally Task: Maintain and manage the accounting records of a company using Tally Prime software. Use Case 2: Implementing Electronic Payments Task: Streamline the payment process using Tally, including bank reconciliation and electronic payments.
Effective Tax Planning and Saving Strategies	Effective implementation of tax-saving strategies	- Identify and apply all eligible tax-saving options. - Minimize tax liability without violating compliance. - Communicate plans clearly.	Use Case 1: Tax Planning for Individuals Task: Devise and implement tax-saving strategies for individual clients. Use Case 2: Corporate Tax Optimization Task: Develop a tax optimization plan for a corporate entity, considering various sources of financing and collaterals.
Performing GST Transactions	Mastery in recording and reporting GST transactions	- Create accurate GST classifications.	Use Case 1: Trading Firm GST Management Task: Record and manage GST

		- Record transactions without errors. - Generate and submit GST reports on time.	transactions for a trading firm, including the creation of GST classifications and generating GST reports. Use Case 2: Service Tax Implications Task: Understand and apply GST for a service-oriented company, focusing on accurate reporting and timely filing.

TABLE 4: LIST OF FINAL PROJECTS (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-net-worth 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 (1-8)	GOOD (8-16)	EXCELLENT (16-25)	75
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