

Master Accountant using Tally

OEM: Tally • Code: MASTER_ACCOUNTANT_USING_TALLY

COURSE DESCRIPTION

Master Accountant using Tally is a premium course designed to bridge the gap between academic learning and industry needs. It provides in-depth knowledge and hands-on training in Accounting, Finance, and Taxation, transforming beginners into skilled professionals. The structured curriculum covers core to advanced concepts relevant to manufacturing, trading, and service industries. This NEP-aligned course ensures technical expertise through theoretical learning and practical exposure with GST simulations and role-based online internship. It also focuses on job-ready skills with dedicated courses in Business English, Office Automation, and Personality Development, preparing learners for career success. This course ensures that learners not only gain technical expertise but also develop the skills needed to thrive in today's business world.

AUDIENCE PROFILE

- This section doesn't contain any content.

PREREQUISITES

- This section doesn't contain any content.

COURSE OBJECTIVES

By the end of this course, participants will be able to:

- This section doesn't contain any content.

COURSE OUTLINE

Module 1: Accounting, Taxation and Inventory Control

Chapter 1: Fundamentals of Accounting

- Introduction
 - Meaning of Accounting
- Terminologies used in Accounting
- Concepts of Accounting

- Double Entry System of Accounting
 - Uses of Debit and Credit
 - Rules of Debit and Credit
- Golden Rules of Accounting
- Recording of Business Transactions
 - Journalising Transactions
- Trial Balance
- Financial Statements
 - Trading Account
 - Profit & Loss Account
 - Balance Sheet
- Subsidiary Books & Control Accounts
 - Cash Book
 - Petty Cash Book
 - Purchase (Journal) Book
 - Purchases Return (Journal) Book
 - Sales (Journal) Book
 - Sales Return (Journal) Book
 - Journal Proper
 - Control Accounts
- Depreciation
 - Methods for Depreciation
 - Preparation of Depreciation schedule
- Computerised Accounting
 - Advantages of Computerised Accounting
 - Accounting Structure for Computerised Accounting

Chapter 2: Introduction to TallyPrime

- Introduction
- Features of TallyPrime
- Downloading and Installation of TallyPrime
- Types of Licenses in TallyPrime
- Activate New License
- Reactivate License in TallyPrime
- Use License from Network in a Multiuser Environment
- Working TallyPrime in Educational Mode
- Company Creation and Setting up Company Features in TallyPrime
- Getting Started with TallyPrime
 - Navigating from Anywhere to Anywhere in TallyPrime
- F12 Configuration in TallyPrime
- Alter Company Details
- Shut the Company

Chapter 3: Maintaining Chart of Accounts

- Introduction
- Chart of Accounts
- Creation of Masters in TallyPrime
 - Accounting Masters
 - Inventory Masters
- Alteration of Masters in TallyPrime
- Deletion of Masters in TallyPrime
- Multi-Masters Creation and Display of Chart of Accounts
 - Multi Groups Creation
 - Multi Ledgers Creation
 - Multi Stock Groups Creation
 - Multi Stock Items Creation

Chapter 4: Recording and Maintaining Accounting Transactions

- Introduction
- Recording Transactions in Tally
- Recording Accounting Vouchers in TallyPrime
 - Receipt Voucher (F6)
 - Contra Voucher (F4)
 - Payment Voucher (F5)
 - Purchase Voucher (F9)
 - Sales Voucher (F8)
 - Debit Note Voucher (Alt+F5)
 - Credit Note Voucher (Alt+F6)
 - Journal Voucher (F7)

Chapter 5: Banking

- Introduction
- Banking Payments
- Cheque Printing
 - Single Cheque Printing
 - Multi Cheque Printing
- Deposit Slip
 - Cheque Deposit Slip
 - Cash Deposit Slip
- Payment Advice
- Bank Reconciliation
 - Manual Bank Reconciliation
 - Auto Bank Reconciliation

Chapter 6: Generating Financial Statements and MIS Reports

- Introduction
- Final Accounts Reports in Tally
 - Trial Balance

- Profit and Loss Account
- Balance Sheet
- Cash Flow & Fund Flow Analysis Report
- Receipts and Payments
- MIS Reports in Tally
 - Stock Summary Analysis
 - DayBook
 - Cash and Bank Book
 - Purchase Register
 - Sales Register
 - Journal Register
- Bird's eye view/Drill down display from anywhere to anywhere

Chapter 7: Data Security

- Introduction
- Security Control
- Activation of Security Control
- Creation of Security Levels (User Roles)
- Creation of Users And Passwords for Company
- Accessing the company using Security Levels
- Auto Login
- TallyVault

Chapter 8: Company Data Management

- Introduction
- Backup of Company Data
- Restoring of Company Data
- Company Data Repair
- Migration of Tally.ERP 9 Company Data to TallyPrime

Chapter 9: Storage and Classification of Inventory

- Introduction
- Supply Chain
 - Types of Suppliers
- Inventory Management
 - Terms Used in Inventory Management
- Inventory Masters in TallyPrime
 - Company Creation in TallyPrime
 - Introduction of Capital into a Business
 - Creation of Inventory Masters in TallyPrime
- Tracking of Movements of Goods in Batches/Lots
 - Activation of Batches/Lots for Stock Items
 - Batch Reports
- Price Levels and Price Lists

- Activating Price Lists and Defining of Price Levels
- Creation of Price List
- Price Level & Price List usage in Sales Voucher
- Revise Price List

Chapter 10: Accounts Receivable and Payable Management

- Introduction
- Accounts Payable and Receivable
- Maintain Bill-wise Entry
- Activation of Bill-wise Entry
 - Usage of Bill-wise entry in Purchase and Payment Voucher
 - Usage of Bill-wise entry in Sales and Receipt Voucher
 - Usage of Bill-wise entry in Payment and Receipt Voucher
 - Usage of Bill-wise entry – On Account
- Specifying of Credit Limit for Parties
 - Specifying Credit Limit for Individual Ledger
 - Specifying Credit Limit for Multiple Ledger
 - Sales Voucher Restriction Based on Credit Limit
- Splitting of Credit Sale Into Multiple Bills
- Payment Performance of Debtors
- Bills Payable and Receivable Reports in TallyPrime
 - Bills Receivable
 - Ageing Analysis of Outstanding
 - Generating Reminder Letter in TallyPrime
 - Generating Confirmation of Accounts in TallyPrime
 - Bills Settlement
 - Bills Payables

Chapter 11: Purchase and Sales Order Management

- Introduction
- Purchase Order Processing
 - Recording of Purchase Order
 - Recording of Receipt Note Voucher
 - Recording Rejections Out Voucher
 - Recording Purchase Voucher
 - Recording Debit Note Voucher
 - Recording Payment Voucher
- Sales Order Processing
 - Recording of Sales Order In TallyPrime
 - Recording Delivery Note Voucher
 - Recording Rejections In Voucher
 - Recording of Sales Voucher
 - Recording Receipt Voucher
- Order Outstandings

- Sales Order Outstanding
- Purchase Order Outstanding
- Pre-Closure of Orders
- Reorder Level
 - Display Reorder Status
- Godown Transfer in TallyPrime

Chapter 12: Tracking Additional Costs of Purchase

- Introduction
- Configuration of Additional Cost of Purchases in TallyPrime
 - Purchase Transaction with Additional Cost Details in Voucher Mode
 - Purchase Transaction with Additional Cost Details in Item Invoice Mode
 - Debit Note Voucher with Additional Cost

Chapter 13: Cost/Profit Centres Management

- Introduction
- Cost Centre and Cost Categories
 - Activation of Cost Centre
 - Allocation of Expenses and Incomes using Cost Centre
 - Cost Centre Classes (Automatic Allocation)
 - Allocation of Expenses to Multiple Cost Centres and Cost Categories
- Cost Centre Reports
 - Category Summary
 - Cost Centre Break-up
 - Ledger Break-up
 - Group Break-up

Chapter 14: Budgets and Scenarios

- Introduction
- Creation of Budget
- Recording Transactions
- Display Budgets and Variances Reports for Group Budget
- Scenario Management
 - Creation of Scenario
 - Temporary Inclusion of Reversing Journal Voucher In the Reports.

Chapter 15: Generating and Printing Reports

- Introduction
- On the Fly Reporting
 - Bird's eye View/Drill Down Display
 - Drill Down Display
 - Date/Period Based Reporting & Comparing
- Inventory Reports
 - Stock Summary

- Godown-wise Stock Availability
- Movement Analysis
- Stock Query
- Financial Reports
 - Balance Sheet
 - Profit & Loss A/c
- Books & Registers
 - Sales Register
 - Purchase Register
- Printing of Invoice and Report

Chapter 16: Goods and Services Tax

- Introduction to GST
 - Why GST?
 - GST Tax Structure
 - Determination of Tax
 - GST Registration
 - Managing HSN CODE/SAC
 - GST Rate Structure
 - Supply of Goods and Services
 - Invoicing
 - Debit Note, Credit Note/Supplementary Invoice
 - Receipt Voucher
 - Transportation of Goods without Issue of an Invoice
 - Input Tax Credit
- E-Way Bill
 - Components of E-Way Bill
 - Who must generate E-Way Bill
 - Validity of E-Way Bill
 - E-Way Bill Process Flow
- GST e-Invoicing
 - Benefits of e-invoice to the businesses
 - Date of implementing GST e-invoicing
 - Entities exempted for e-invoices
 - Generating E-Way bill with e-Invoice
 - Modification of e-Invoice
 - Role of e-Invoice in GST Returns
 - Various modes of generating e-invoice
 - Role of IRP in e-Invoice
 - The practice of Generating GST e-Invoice
 - E-invoice Details
 - Invoice Reference Number (IRN)
- GST in TallyPrime
 - Creation of Company and Activating GST

- Introducing Capital into the Business
- Creation of Masters in TallyPrime
- Hierarchy of Calculating Tax in Transactions
 - Defining GST Rates at Company Level
 - Defining GST Rates at Stock Group Level
 - Defining GST Rates at Stock Item Level
 - Defining GST Rates at Accounting Group Level
 - Defining GST Rates at Ledger Level
 - Defining GST Rates at Transaction Level
- Recording GST compliant transactions
 - Accounting Intrastate Supply of Goods & Services
 - Accounting Interstate Supply of Goods & Services
 - Accounting Purchase and Sales Returns of Goods with GST
 - Supplies Inclusive of Tax
- E-Way Bill Report in Tally
 - Export for e-Way Bill Report
 - Exporting Bulk or Consolidated e-Way Bill invoices
 - Update e-Way Bill Information
- Input Tax Credit Set Off against Liability
- GST Tax Payment
 - Timeline for payment of GST tax
 - Modes of Payment
 - Challan Reconciliation
- Generating GST Returns for Regular Dealer in Tally
 - GSTR-1
 - GSTR-3B
 - GSTR-9 – GST Annual Computation
- Filing GST Returns in Tally
 - Filing GSTR-1 Returns
 - Filing GSTR-3B Returns
 - Filing GSTR-9 Returns – GST Annual Computation
- Generating e-Invoice in TallyPrime
 - Recording Outward Supply and Generating e-Invoice without e-Way Bill
 - Recording Outward Supply and Generating e-Invoice with e-Way Bill
 - E-Invoice Report
- Quarterly Return Monthly Payment Scheme
 - Creation of Company and Activating GST in TallyPrime
 - Accounting Intrastate Supply of Goods & Services
 - Input Tax Credit Set Off against Liability and Tax Payment
 - Invoice Furnishing Facility (IFF) in QRMP scheme
- Composition Dealer under GST Regime
 - Introduction
 - Conditions to be satisfied under the scheme
 - Creation of Company and Activating GST in TallyPrime

- Accounting Intrastate and Interstate Supply of Goods
- Generating GST Returns for Composition Dealer in Tally
- GST Tax Payment

Chapter 17: Tax Deducted at Source

- Introduction to TDS
- Basic Concepts of TDS
- TDS Process
- TDS in TallyPrime
 - Activation of TDS in TallyPrime
- TDS Statutory Masters
- Configuration of TDS at Different levels
 - Configuration of TDS at Group level
 - Configuration of TDS at Ledger level
- Recording TDS Compliant Transactions in TallyPrime
 - Expenses Partly Subject to TDS
 - Booking Expenses and TDS deduction on crossing Exemption Limit
 - Accounting Multiple Expenses and Deducting TDS later
 - TDS on Expenses at Lower and Zero Rate
 - TDS on Expenses at Higher Rate
 - Recording Transaction when TDS Exemption limit is not crossed
- TDS Exceptions
- TDS Payment to Department
 - Resolving Uncertain Transactions
 - TDS Outstanding
 - Payment of Tax to the Income Tax Department
 - Generating TDS Challan (ITNS 281)
 - Interest Payment to Income Tax Department on Delayed Tax Payment
- TDS Report
 - Challan Reconciliation
 - Form 26Q
 - E-Return
- Changes in TDS rates from 1st April 2021

Chapter 18: Management of Business Data

- Introduction
- Exporting of data in available formats
- Export and Import of Data
 - Export and Import of Masters from one company to another in XML format
 - Export and Import of Transactions from one company to another in XML format
 - Exporting Reports to MS Excel
 - Exporting Reports to PDF
- Open Database Connectivity (ODBC)
- Printing of Company Logo on Vouchers, Invoices & Reports.

Chapter 19: Moving to the Next Financial Year

- Introduction
- Changing Current Period and continue voucher entry in the same company data
- Company data handling through Export and Import of data
- Split Company Data
- Create a new company and maintain books of accounts for the new financial year
- Creating Group Company Data
- Comparative Final Accounts Reports of Two Companies

Module 2: Advanced Banking Operations, Inventory, GST and Payroll Taxation

Chapter 1: Multi-Currency

- Introduction
- Creation of Company and Introducing Capital into the Business
 - Introducing Capital into the Business
 - Creation of Masters in TallyPrime
- Creation of Foreign Currencies
- Altering Currencies and Defining of Rates of Exchange
- Recording Accounting Vouchers using Foreign Currency (On Realization Basis)
 - Recording Purchase Vouchers using Foreign Currency (On Realization Basis)
 - Recording Sales Vouchers using Foreign Currency (On Realization Basis)
- Adjusting Forex Gain/Loss (On Realization Basis)
- Recording Accounting Vouchers using Foreign Currency (On Un-Realized Basis)
- Generating Reports with Multi Currencies

Chapter 2: Interest Calculation

- Introduction
- Activating Interest Calculation for the Company
- Accounting of Simple Interest
 - Accounting of Simple Interest Amount in the Books of Accounts
 - Recording Payment voucher with Interest Amount to the Supplier
- Accounting of Compound Interest
 - Accounting of Simple Interest Amount in the Books of Accounts
 - Accounting of Compound Interest Amount in the Books of Accounts
 - Recording Receipt voucher with Interest Amount from the Customer
- Accounting of Interest on Outstanding Balances
- Interest Calculation Reports

Chapter 3: Manufacturing Process-Job Work

- Introduction
- Enabling Job Order Processing in TallyPrime
- Job Work Out Order Processing
 - Voucher Type Set Up

- Auto Listing of Components Using Bill of Materials
- Recording of Job Work Out Order Voucher
- Recording of Material Out Voucher
- Recording of Material In Voucher
- Booking of Job Work Charges (Expenses)
- Accounting of Payment to Job Worker against Purchase Consideration
- Job Work Out Reports
- Cost Estimation
- Job Work In Order Processing
 - Voucher Type Set Up
 - Auto Listing of Components Using Bill of Materials
 - Recording of Job Work In Order Voucher
 - Recording of Material In (Raw Materials) Voucher
 - Recording of Stock Journal Voucher for Manufacturing Finished Goods (Manufacturing Process)
 - Recording of Material Out (Finished Goods) Voucher
 - Recording of Material Out (Scrap) Voucher
 - Booking of Job Work Charges (Income)
 - Accounting of Receipt from the Principal Manufacturer towards Job Work Rendered
 - Job Work In Reports
- Transfer of Materials (Inter-Godown)
 - Stock Transfer Journal Register
 - Transfer Analysis

Chapter 4: Job Costing

- Introduction
- Features of Job Costing
- Types of Business that use Job Costing
- Documents used in Job Costing Process
- Enabling Job Costing in TallyPrime
- Creation of Chart of Accounts for Job Costing Process
 - Creation of Cost Centres as Project/Job
 - Creation of Godown for Project/Job Location
 - Creation of Stock Groups and Stock Items
 - Creation of Accounting Masters
 - Creation of Voucher Type and Voucher Class under Stock Journal
- Recording Job Costing Related Transactions
 - Accounting Purchase of Raw Materials
 - Accounting Payment for Transportation Charges Incurred on Purchase of Raw Materials
 - Accounting Manufacturing Journal for Conversion of Raw Materials to Finished Goods
 - Accounting Payment for Expenses Incurred during the Manufacturing Process
 - Accounting Stock Journal for Inter-Godown Stock transfer
 - Accounting Sale of Finished Goods to the Customer
 - Accounting Receipt from the Customer
- Job Costing Reports

- Job Work Analysis Report
- Material Consumption Summary Report

Chapter 5: Advanced Banking Transactions

- Introduction
- Cheque Management
 - Configuring Cheque Books
 - Cheque Register
- Post-Dated Cheque Management
 - Features of Post-Dated Cheque Management in TallyPrime
 - Advantages of Maintaining Post-Dated Cheque Management in TallyPrime
 - Recording & Maintaining Post-Dated Cheque in TallyPrime
 - Post-dated Summary Report
 - Regularizing Post-dated Vouchers
 - Accounting PDC transaction for Notional Bank
- Handling e-Payments in TallyPrime
 - One-Time Configuration for e-Payments Feature
 - Modes of e-Payments
 - Activation of e-Payments Feature in TallyPrime
 - Recording e-Payment Transactions
 - Viewing of e-Payments Report
 - Export and Uploading Payment Instructions to the Bank Portal

Chapter 6: Connectivity Features in TallyPrime using Tally.NET

- Introduction
- Overview of Tally.NET Features
- Remote Access in TallyPrime
 - Features of Remote Access
 - Connect Company to Tally.NET Services
 - Creation of Tally.NET users for Remote Access
 - Modify Security Levels for Tally.NET User.
 - Login to the company in TallyPrime from Anywhere
 - Connectivity Status report in TallyPrime
 - Logout from Remote Session
 - Disconnect the Company in Server
 - Disable Remote Access for the Company
- TallyPrime Reports in Browsers (TRiB)
 - Features of TallyPrime Reports in Browsers
 - Getting Started with TallyPrime Reports in Browser
 - Creation of Tally.NET ID for the User
 - Create Tally.NET IDs from the Tally Portal
 - View TallyPrime reports from anywhere using the browser on Desktop/Mobile/Tab.
 - Connectivity Status report in TallyPrime
 - Disconnect the Company in Server

- Data Synchronisation in TallyPrime
 - Features of Data Synchronisation in TallyPrime
 - Modes of Synchronisation in TallyPrime
 - Initializing of Synchronisation in TallyPrime
 - Specifying the Role of the Company
 - Connect Server Company to Tally.NET Server for Synchronisation
 - Defining Client Rules and Activate Server Rules for Synchronisation
 - Synchronising the Data
 - Synchronisation Reports
 - Snapshot Exchange in TallyPrime
- Tally Virtual User (TVU)
 - Technology options to Run Tally Virtually
 - Tips to Configure Tally for Virtual Usage
 - Virtual Use of TallyPrime
 - How to Avail Additional TVU Packs for Free Trial

Chapter 7 : Recording Advanced GST Transactions

- Introduction
 - E-Way Bill
 - GST e-Invoicing
 - GST in TallyPrime
 - Creation of Company and Activating GST
 - Introducing Capital into the Business
 - Creation of Masters in TallyPrime
- Recording GST compliant transactions
- Accounting Intrastate Supply of Goods & Services
 - Intrastate Inward Supply of Goods
 - Intrastate Outward Supply of Goods and Generating e-Invoice
 - Intrastate Inward Supply of Services
 - Intrastate Outward Supply of Services
- Accounting Interstate Supply of Goods
 - Interstate Inward Supply of Goods
 - Interstate Outward Supply of Goods and Generating e-Invoice with e-Way Bill
- Purchases from Unregistered Dealer
- Purchases from Composition Dealer
- Accounting Mixed Supply under GST
- Accounting Composite Supply under GST
- Supply of Exempted/Nil-rated Goods under GST
- Supply of Goods to Special Economic Zone (SEZ)
- Supply of Goods to Other Territory
- Supply of Goods to Unregistered Dealer
- Reverse Charge Mechanism under GST
 - Import of Goods subject to Reverse Charge
 - Import of Services subject to Reverse Charge

- Reverse Charge on Outward Supply of Services
- Reverse Charge on Inward Supply of Services
- Export of Goods under GST
 - Exports through LUT/Bond
 - Exports Taxable
- Advance Receipts under GST
 - Advance Receipt for supply completed in the same month
 - Advance Receipt for supply completed in the subsequent month
- Generating E-Invoice Report
 - Export Bulk Invoices using Online Method.
 - Export Bulk Invoices using Offline Method.
 - Update Details in TallyPrime and Print QR Code
 - Rectify Missing/Invalid Information and Update the Details from e-Invoice report.
 - Cancel IRN
- Generating E-Way Bill Report
 - Generate e-Way Bill in Bulk
 - Update e-Way Bill Part B
 - Extend e-Way Bill Validity
 - Export Bulk Invoices using Offline Method.
- Input Tax Credit Set Off against Liability
- GST Tax Payment
 - Challan Reconciliation
- Reversal of Input Tax Credit
 - Exempt and non-business supplies – Rule 42(1)(m)
 - Ineligible credit
 - Non-payment to the Supplier – Rule 37(2)
- Generating GST Returns in Tally
 - GSTR-1
 - GSTR-3B
 - GSTR-2
 - GSTR-9 – GST Annual Computation
- E-Filing GST Returns in Tally
 - Filing GSTR-1 Returns
 - Filing GSTR-3B Returns
 - Reconciling GSTR-2 Returns
 - Filing GSTR-9 Returns – GST Annual Computation

Chapter 8: Recording Advanced TDS Transactions

- Introduction
- Activation of TDS in TallyPrime
- Recording TDS Compliant Transactions
 - Booking of Expenses & deducting TDS in the Journal Voucher
 - TDS Transaction for Purchase of Software
 - TDS on Sales Commission and Deducting TDS

- Accounting TDS on Capital Expenditure
- Accounting for TDS on Advance Payments and Adjusting Advances towards Bill
- Purchase Escalation after Recording TDS Transaction
- Reversal/Cancellation of Expenses with TDS
- TDS on Works Contract attracting GST
- TDS on Payments to Non-Residents (DTAA)
- TDS on Income from Foreign Currency, Bonds or Shares of India Company
- Accounting Direct Payment and deducting TDS
- Accounting Multiple Expenses and Deducting TDS later
- TDS on Reimbursement of Expenses (Pure Agent)
- TDS Payment to Department
 - TDS Outstanding
 - Payment of Tax to the Income Tax Department
 - Generating TDS Challan (ITNS 281)
 - Interest Payment to Income Tax Department on Delayed Tax Payment
- TDS Report
 - Challan Reconciliation
 - Form 26Q
 - Form 27Q
- E-Return
 - Form 26Q
 - Form 27Q
 - TRACES Portal
- Maintaining Books of Accounts as a Deductee

Chapter 9: Tax Collected at Source (TCS)

- Introduction
- Basic Concepts of TCS
- TCS in TallyPrime
 - Activation of TCS in TallyPrime
- Recording TCS Compliant Transactions
 - Sale of TCS Goods on Accrual Basis
 - Sale of TCS Goods at Lower Rate/Nil Rate
 - Sale of TCS Goods at Higher Tax Rate (Under Section 206CCA)
 - Accounting TCS Exemption for Buyers Deducting TDS
 - TCS on Transfer of Right to Use
 - Accounting for TCS on Advance Receipts and Adjusting Advances towards Bill
- TCS Payment to Department
 - Resolving Uncertain Transactions
 - Payment of Tax to the Income Tax Department
 - Generating TCS Challan (ITNS 281)
 - Interest Payment to Income Tax Department on Delayed Tax Payment
- TCS Reports
 - Form 27EQ

- Challan Reconciliation
- E-Return
- Maintaining Books of Accounts as a Collectee

Chapter 10: Payroll and Income Tax

- Introduction
- Payroll in TallyPrime
 - Creation of Company and Activating Payroll
 - Introducing Capital into the Business
- Creation of Payroll Masters in TallyPrime
 - Employee Masters
 - Employee Categories
 - Employee Group Master
 - Employee Master
 - Creation of Units (Work)
 - Attendance /Production Types
 - Attendance Type Creation
 - Employees Paid Leaves
 - Pay Heads in TallyPrime
 - Understanding on Pay Head Types of TallyPrime
 - Understanding on Pay Head Calculation types in TallyPrime
 - Understanding on Methods of Computation
 - Creation of Primary Pay heads
 - Basic Pay
 - House Rent Allowance
 - Conveyance
 - Overtime
 - Canteen Deduction
 - Creation of Statutory Pay heads
 - Provident Fund
 - Creation of Employer's Other Charges Pay heads for Provident Fund
 - Employees State Insurance
 - Professional Tax
 - Gratuity
 - Income Tax
 - Defining Salary Details
 - Defining Salary Details for an Employee
 - Defining Salary Details for an Employee Group
 - Cascading Salary Details from Employee Group to Employee Master
 - Income Tax Master Configuration
 - Income Tax Pay Head Details
 - Income Tax Declarations
 - Income Tax Exempt
 - Income Tax Amount

- Payroll Income Tax Configuration
- Previous Employer Tax Deducted/Paid Details
- Processing Payroll with Income Tax
 - Attendance Vouchers
 - Payroll Vouchers
 - Payment Vouchers
- Payroll Reports
 - Pay Slip
 - Pay Sheet
 - Attendance Sheet
 - Payment Advice
 - Payroll Statement
 - Employee Pay Head Breakup
 - Pay Head Employee Breakup
 - Payroll Register
 - Attendance Register
 - Employee Profile
 - Employee Head Count
 - Expat Reports
- Payroll Statutory Reports
 - Summary
 - Provident Fund
 - Employee State Insurance
 - Professional Tax
 - Gratuity
 - Income Tax Reports
 - Challan Reconciliation (Income Tax Payment)
 - Income Tax Returns
 - Income Tax E-Return
 - Exceptions Reports

Module 3: Business English Communication

- Part-A : Basics of English

Chapter 1: Improving Conversational English

- Introduction
- The Golden Rules of Communication
 - Listen
 - Talk and Practice
 - Read
 - Google Translator
 - Improve your Vocabulary
 - Try Learning a New Word Every Day

- Watch Movies
- Make Friends
- Participate in Debates
- Be Ready for Small Talk
- Do not be Afraid to Make Mistakes

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Chapter 2: Situational English

- Introduction
- Telephone
 - Speaking on the Phone
 - Making Calls
 - Vocabulary
 - Phrases
 - Making a Telephone Call – Practice Conversation
- Restaurant
 - Vocabulary
 - Entertaining a Business Client at a Restaurant Practice Conversation
- Railway
 - Vocabulary
 - At the Railway Station – Practice Conversation
- Flights
 - Vocabulary
 - Booking a Flight – Practice Conversation
 - At the Check-in Counter – Practice Conversation
- Hotel
 - Vocabulary
 - Checking In – Practice Conversation
- Deals
 - Vocabulary
 - Negotiating a Deal – Practice Conversation
- Office
 - Vocabulary
 - At the Office – Practice Conversation
- Party
 - Vocabulary
 - At the Party – Practice Conversation
- Appointment
 - Vocabulary
 - Making an Appointment – Practice Conversation
- Interview
 - Vocabulary
 - Attending an Interview – Practice Conversation
- Bank

- Vocabulary
- At the Bank – Practice Conversation
- Dealing with Customers
 - Vocabulary
 - Dealing with Customers – Practice Conversations

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Chapter 3: Reading Exercises

- Introduction
- Reading Comprehensive – 1
- Reading Comprehensive – 2

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Chapter 4: Business Idioms

- Introduction
- Business Idioms

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Chapter 5: Business English Vocabulary

- Introduction
- Terms
- Abbreviations

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Chapter 6: Easily Confused Words in English

- Introduction
- Some Easily Confused Words

• Part-B : English Grammar

Chapter 7: The Parts of Speech

- Introduction
- Types
 - Assertive Sentence
 - Interrogative Sentence
 - Imperative Sentence
 - Exclamatory Sentence
- Subject and Predicate
 - Subject
 - Predicate
- Phrase and Clause
 - Phrase
 - Clause
- Parts of Speech
 - Nouns

- Pronouns
- Adjectives
- Verbs
- Adverbs
- Prepositions
- Conjunctions
- Interjections

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Chapter 8: Determiners

- Introduction
- Articles
 - Exceptions to using the Definite Article
- Demonstratives
- Possessives
- Quantifier

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Chapter 9: Tenses

- Introduction
- Types of Verb Tenses
 - Verb Tense: Aspect
 - Verb Tense: Time

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Chapter 10: Auxiliary Verbs

- Introduction
- Modal Auxiliaries
- The 'To Be' Verb
- Phrasal Verbs

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Chapter 11: Plurals, Opposite, Comparatives and Superlatives

- Introduction
- How to form the Plural
- Commonly Used Opposites
- Comparative and Superlative Degrees

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Chapter 12: Subject Verb Agreement

- Introduction
- Guidelines to Subject Verb Agreement

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Chapter 13: Question Words and Question Tags

- Introduction
- Who
- When
- Why
- What
 - What...For
 - What...Like
- Where
- Which
- How
- Whose
- Question Tags
 - How to Form Question Tags

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Chapter 14: Direct and Indirect Speech, Active and Passive Voice

- Direct and Indirect Speech
 - Reporting Verb
 - Reported Speech
 - Rules of Indirect Speech
 - Tense Changes
 - Change in Time
 - Question Forms and Indirect Speech
 - Yes/No Questions
 - Question Words
 - Imperative Sentences
 - Exclamatory Sentences
- Active and Passive Voice
 - Active to Passive
 - Passive to Active

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Chapter 15: Punctuation

- Introduction
- End of Sentence Punctuation
 - Full Stop
 - Question Mark
 - Exclamation Mark
- Mid-Sentence Punctuation
 - Comma
 - Colon
 - Semicolon
 - Apostrophe
 - Quotation Marks

- Dash
- Hyphen
- Other Punctuation Marks
 - Parentheses
 - Ellipsis
 - Slash

Module 4: GCC VAT using TallyPrime

GCC VAT using TallyPrime

- Introduction
- VAT in GCC Countries
 - VAT System
 - Why VAT?
- VAT Registration
 - Who should mandatorily register under VAT?
 - Who can voluntarily register under VAT?
 - Who is exempted from registering under VAT?
 - VAT Registration Due Date in UAE
- VAT Rates
 - Important Terms/Terminology under VAT in UAE
- Understanding of Different Types of VAT Supplies
- GCC VAT Computation
 - Invoicing
- VAT in TallyPrime
 - Creation of Company and Activating VAT
 - Company Creation in TallyPrime
 - Introducing Capital into the Business
 - Creation of Masters in TallyPrime
 - Creation of Accounting Masters
 - Creation of Inventory Masters
 - Displaying Chart of Accounts
 - Hierarchy of Calculating Tax in Transactions
- Recording Basic VAT Transactions
 - Accounting of Domestic Taxable Transactions at Standard Rate
 - Purchase of Taxable Goods
 - Sale of Taxable Goods
 - Accounting of Intra GCC Transactions
 - Intra GCC Supply – Export within GCC Countries
 - Intra GCC Purchase – Reverse Charge Mechanism
 - Accounting of Purchase Returns & Sales Returns
 - Accounting of Advance Receipts Under GCC-VAT
 - Accounting of Exempted Supply

- Accounting of Zero Rated Supply
- Inclusive of Tax
- Recording Sales Invoice against Advance Received in the Last Return Period
- Accounting of Service Transactions
- Purchase from an Unregistered Dealer
- Sales with Additional Ledgers (Expenses)
- Override Tax Details in an Invoice
- Round-off of Sales Invoice Value
- Recording Advanced VAT Transactions
 - Imports from Outside GCC Countries
 - VAT paid at Customs
 - VAT not paid at Customs
 - Export to Outside GCC Countries
 - Supply on Profit Margin under GCC VAT
 - Import for Subsequent Sales (GCC Transfer)
 - Subsequent Sales to Intra GCC Countries
 - Transfer of Right to Use
 - Accounting of Purchase of Capital Goods
 - Purchase of Capital Goods and claim Input Credit fully in the same voucher
 - Purchase of Capital Goods and claim Input Credit Partially in the same voucher
 - Purchase of Capital Goods without claiming ITC
 - Reversal of Input Tax under GCC VAT
- Printing of VAT Invoice
 - Accounting of POS with VAT and Printing Invoice in Bilingual
 - Accounting of POS to Overseas Tourist with VAT
- Payment of VAT to Tax Authority
 - Tax Payment Reconciliation of GCC VAT
 - VAT Payment using GIBAN
- VAT Reports Analysis
 - VAT 201
 - Advance Receipt Report
 - Reverse Charge Report
 - VAT Paid to Customs Report
 - Return Transaction Book
 - Tax Payment Reconciliation
 - Tax Rate Setup
 - Update Party TRN
 - Import Party TRN
- Filing of Return
- Federal Tax Authority (FTA) Audit File
- Corporate Tax in UAE
 - What is a Corporate Tax?
 - Who should Register and Pay Corporate Tax in UAE?
 - Who is exempt from Corporate Tax?

- What is the Corporate Tax Rate?
- What is Withholding Tax rate?
- How is the corporate tax in UAE calculated?
- How to calculate Taxable Income of a Tax Group?
- Filing and Corporate Tax Payment

Module 5: GST Simulation & Practical Filing using TallyPrime

GST Tutorials

- Assignment: Amend Invoices
 - Dec GSTR1
- Assignment: Assignment 1
 - Basic Concepts
 - Registration
 - Oct GSTR1 Online
 - Oct GSTR1 Offline
 - Oct GSTR2A2B
 - Oct Pay Tax
 - Nov GSTR1 Online
 - Nov GSTR1 Offline
 - Nov GSTR2A2B
 - Nov Pay Tax
 - Dec GSTR1 Online
 - Dec GSTR1 Offline
 - Dec GSTR2A2B
 - Dec GSTR3B Online
 - Dec GSTR3B Offline
- Assignment: E-invoice
 - Registration
 - Offline
 - Cancel
- Assignment: E-way Bill
 - Registration
 - Online
 - Offline
 - Cancel
- Assignment: GST Excess Purchase
 - Registration
 - Nov GSTR1 Online + Offline
 - Nov GSTR2A2B + Payment
- Assignment: GST Nil Return
 - Oct GSTR1 Online

Assignments

- Assignment 1
 - Registration
 - GSTR-1 online October
 - GSTR-1 offline October
 - View GSTR2A-2B October
 - Pay tax October
 - GSTR-1 online November
 - GSTR-1 offline November
 - View GSTR2A-2B November
 - Pay tax November
 - GSTR-1 online December
 - GSTR-1 offline December
 - View GSTR2A-2B December
 - GSTR-3B online December
 - GSTR-3B offline December
- Assignment 2
 - GST Nil Return
 - Registration
 - GSTR-1 Online October
 - GST Excess Purchase
 - Registration
 - GSTR-1 online November
 - GSTR-1 offline November
 - View GSTR2A-2B November
 - Amend Invoices
 - GSTR-1 online December
 - E-way Bill
 - E-way Bill Registration
 - E-way Bill Online
 - E-way Bill Offline
 - E-way Bill Cancel
 - E-Invoice
 - E-Invoice Registration
 - E-Invoice Offline
 - E-invoice Cancel

Module 6: Office Automation for Accounting Professionals

Chapter 1: Introduction to Computer Application

- Introduction
- Components of Computer – Hardware & Software
 - Hardware
 - Software

- Introduction to Windows 11
- Desktop and its Properties
 - Mouse Properties & Region Option

Chapter 2: Application of Windows 11

- Introduction
- Files and Folder Management
- Wild Cards Concept in Windows 11
- Recycle Bin
- Notepad

Chapter 3: Microsoft Word for Accounting Documentation

- Introduction
 - Creating and Setup of New Documents
- Paragraph Formatting
- Working with Insert Tab
- Different Functions in Word

Chapter 4: Microsoft Excel for Accounting

- Introduction
 - Overview of the Worksheet
- Inserting and Basic Formatting of Data
- Working with Cell Referencing
- Number and Conditional Formatting
- Working with Formulas
- Logical Functions
- Basics of Financial Function
- Working with Lookup Function
- Goal Seek
- Working with Charts and Pivot Table
- Different Functions in MS Excel

Chapter 5: Microsoft PowerPoint for Financial Presentations

- Getting Started with PowerPoint
 - How to Open PowerPoint
- Creation & Finalization of Presentation
 - Creating Presentation Using Templates

Module 7: Personality Development

Chapter 1: Interpersonal Skills

- Introduction
- Communication Skills
- Listening – An Important Skill to Succeed at Workplace

- How to Improve Listening Skill
- Barriers to Listening
- Assertiveness
 - Is Assertiveness Aggressive?
 - Developing Assertiveness
- Managerial Effectiveness
 - Maintaining Professional Conduct

Chapter 2: Problem Solving and Decision Making

- Introduction
- What is Perceived as a Problem?
- Type of Problems
- Decision Making
 - What is Decision Making?
 - The Decision-Making Process
 - Successful Decision Makers

Chapter 3: Group Dynamics

- Introduction
- What is a Group Dynamics?
 - What Causes Poor Group Dynamics?
- Team Building
- Group Problem Solving
- Strategies to Manage Group Dynamics

Chapter 4: Conflict Management

- Introduction
- Causes of Conflict
- Types of Conflict
 - Minimise and Resolve Conflict in the Workplace
- Functions of Conflict
- What is Negotiation?
 - Stages of Negotiation
 - Negotiation Styles
- Personal Traits to Remember while Negotiating

Chapter 5: Leadership

- Introduction
- Leadership Styles
- Qualities of A Good Leader
- Leaders vs Managers

Chapter 6: Time Management

- Introduction

- Personal time management skills include
- Importance of Time Management
- Effective Time Management
 - Urgent vs. Important Tasks

Chapter 7: Emotional Intelligence

- Introduction
- Attributes of Emotional Intelligence
- Importance of Emotional Intelligence
- Effects of Emotional Intelligence
- Developing Emotional Intelligence

Chapter 8: Stress Management

- Introduction
- Types of Stress
 - Acute Stress
 - Chronic Stress
- Causes of Stress
 - Symptoms of Stress
- How to manage Stress?

Module 8: Role-based Online Internship

Role-based Online Internship is aligned to:

- 1. Accounts Executive (Accounts Payable & Receivable 2. Accounts Executive (Payroll) 3. Accounts Executive (Recording & Reporting) 4. GST Accounts Assistant