



**Maulana Azad College**  
8, Rafi Ahmed Kidwai Road, Kolkata-13  
in association with **WBEIDC**



*introduces*

# **CERTIFICATE COURSE IN FINANCIAL ACCOUNTING WITH GST**

From 2022-23



## **TALLY ERP 9 (GST)**

### **COURSE FEATURES**

- ❖ Eligibility: Commerce students
- ❖ Course Duration: 9 Weeks / 36 Hours
- ❖ Two online/offline classes per Week spanning 2 Hours per class
- ❖ Minimum qualification: Current/Passed out students of UG Commerce of this college.
- ❖ Admission: First-come-first-served basis.
- ❖ Teaching, Learning and Evaluation included.
- ❖ Course Fee for Students: Rs. 1200/-
- ❖ Certificate on successful completion of the Course.

**Apply Now!**

<https://forms.gle/Xsarp2iUwjYAwPdC7>

# TRAINING CONDUCTED BY

## West Bengal Electronics Industry Development Corporation Limited (WIL Division)



## SYLLABUS

- ❖ **Accounting in TALLY PRIME:** Gateway of Tally ERP 9.0, Company creation and configurations, Day to Day Transaction recording, Bills & Outstanding Management
- ❖ **Inventory Management:** Inventory Creation/ Alteration, Inventory Features, Invoicing of daily Trades, Inventory Reporting
- ❖ **Tax Deducted at Source (TDS):** Understanding TDS, Ledger Creation and Calculation, TDS Payment, Tax Reports
- ❖ **Goods & Services Tax (GST) Management:** GST Introduction, GST Features, GST Configuration, GST Invoicing
- ❖ **Data Management:** Data Control, Data Export and Import, Data Alteration
- ❖ **Reporting:** Books of Accounts, Party Outstanding, Trial Balance, Final Accounts
- ❖ **Goods & Services Tax (GST) & E-Filing:** Basic Concept of GST, Calculation & Rate of GST, Introduction of GST E-Filing, GST Rules, New GST Registration, GST Return : GSTR-1, GSTR-2 , GSTR-3B., GSTR-4, Last Updated rates in GST Form, GST Tax Form Download, Fill up & Upload.

Course Coordinator: Smt. Madhu Sarada, 9123326519  
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*Principal*  
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