



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



introduces

CERTIFICATE COURSE IN FINANCIAL ACCOUNTING WITH GST

Batch V (Session 2024-25)



TALLY ERP 9 (GST)

COURSE FEATURES

- ❖ **Eligibility:** Current and Former Commerce Students of Maulana Azad College
- ❖ **Course Duration:** 9 Weeks / 36 Hours
- ❖ **Two offline classes per Week spanning 2 Hours per class including Evaluation**
- ❖ **Students in-take:** 30 students
- ❖ **Admission:** First-come-first-served basis
- ❖ **Teaching, Learning and Evaluation included**
- ❖ **Certificate is based on performance in Class, Attendance and Evaluation Test**
- ❖ **Course Fee for Students:** Rs. 1250/- (Online Payment)

**Register
Now!**

<https://forms.gle/KYUgJCCRdgPtK4yH8>

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: Dr. Madhu Sarma
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Principal
Maulana Azad College, Kolkata