SYLLABUS FROM INSTITUTE OF COMPANY ACCOUNTANTS COURSES
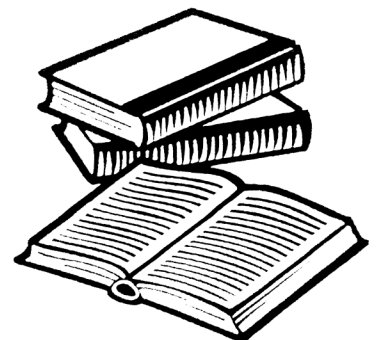
TOPICS COVERED IN ADVANCED TALLY

- Introduction of Tally
- Accounts Info and Inventory Info
- Types of Vouchers and Enteries
- Cost center and Cost Category
- Bank reconciliation statements(BRS)
- GST Configuration and Entries
- TDS Configuration entries
- Backup and restore
- Exporting tally data into GST portal
- Multiple price level and lists
- Security control and Tally vault
- Bill of materials
- Different actual and billed quantity
- Batch wise details
- Bill wise details
- Payroll

GST SYLLABUS

GST Introduction

- gst.gov.in Portal Explanation

Registration

- Tax Payer Registration, Prop Company
- Amendment and DSC
- Revocation and Cancellationxt

GST Returns
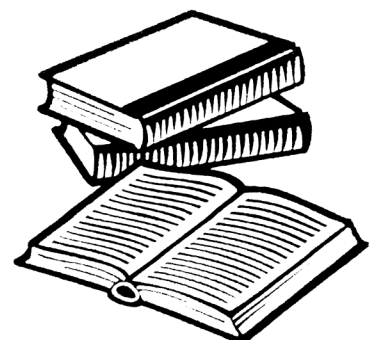
- GSTR1 and 2A
- GSTR1, Offline tool
- Credit Note, Debit Note, RCM, Amendment
- GSTR 3B, 2B
- GSTR 5, 6, 7
- Monthly/ Composition/ Quarterly

Annual Returns

- GSTR 4
- GSTR 9

Others

- Refund and E-way Bill

INCOME TAX SYLLABUS

Income Tax Introduction

- incometaxfilingindiagov.in Portal Explanation

Head of Income and Computation of Income

- Income from Salary
- Income from Other service
- Income from Business or Professional
- Income from capital gain
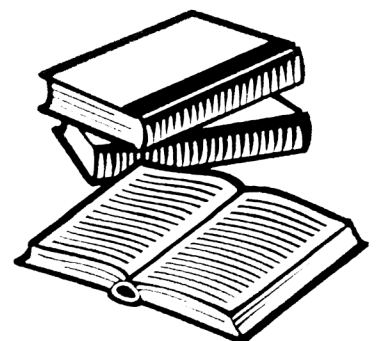- Income from House property

ITR Filing and Tally Finalisation

- ITR 1, ITR 2
- ITR 3, Tally Finalisation
- ITR 4, ITR 5
- ITR 6 and 7 Overview

Assessment

- Assessment Procedured, Rectification and Notice

Others

- TDS Rates, depreciation Rates
- Forms 26AS
- Loss Set off and Carry/Forward
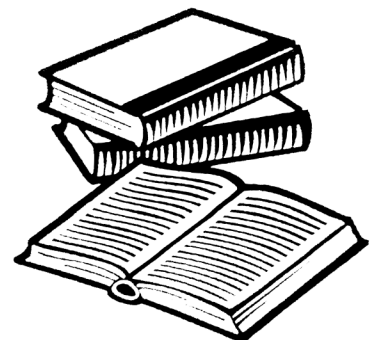
TDS TCS SYLLABUS

- *Definition of TDS / TCS*
- *Portal explanation*
- *Return Utility RPU/ FUV/ CSI*
- *Paying Tax the Challan 281*
- *Deduction SEC/ RELU under IT*
- *Forms 26Q/ 24Q/ 27Q/ 27EQ*

  Return Preparation
- *Traces Portal Explanations*

ESIC AND EPF SYLLABUS

- Basics and Overview
- Types of Contribution
- Rate of contribution PF /ESI
- Remittance Overview PF/ESI
- Creation of PF/ESI Number
- ESI EPF Filing procedure
- Employees and Employer

  benefit