

# Accounting

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**DAY-1**

**INTRODUCTION & BASICS**

# Accounting Course

- **Basic of Accounting (for Basic Concepts building):**
  - ✓ **What & Why is Accounting**
  - ✓ **Process of Accounting**
  - ✓ **Double entry system (Modern approach Vs. Traditional approach)**
  - ✓ **Important accounting terms (i.e. Sale, Debtors, Income, Assets etc.)**
  - ✓ **How to pass Journal entries**
  - ✓ **Journaling techniques**
  - ✓ **Ledger**
  - ✓ **Trail Balance, Trading and P&L, Balance Sheet**

# Accounting Course

- **Manual Accounting vs. computerized accounting:**
  - ✓ **Accounting Software's and Benefits**
  - ✓ **Introduction to Tally Prime (Cost, How to download, Renewal, Overview of Tally etc.)**
  - ✓ **Overview of GST (What is GST, GST basics, Taxable Value, Inter state and Intra State, Type of Dealer in GST etc.)**
- **Enable GST feature in Tally**
- **Enable HSN code in Tally**

# Accounting Course

- **Accounting in Tally Prime:**

**How to pass Journal entries, Creation of Ledger -**

- ✓ **Sale (including sale return, freight and discount with GST treatments)**
- ✓ **Purchase (including Purchase return, freight and discount with GST treatments)**
- ✓ **Stock**
- ✓ **Credit Debit note (with GST treatments)**
- ✓ **GST (Transfer Entry, Reverse charge etc.)**
- ✓ **E- Cash ledger, E- Credit Ledger, E- Liability ledger Entries**

# Accounting Course

- **Accounting in Tally Prime:**

- ✓ **TDS/TCS Entries under GST**
- ✓ **TDS/TCS Entries under income Tax**
- ✓ **Bank Reconciliation**
- ✓ **Income Tax Entries (Advance Tax, Self assessment Tax etc.)**
- ✓ **Depreciation**
- **Year end adjustment entries**
- **Payable/Receivable/Prepaid/Accrued/provisions**

# Accounting Course

- **Grouping**
- **GST Returns filing with Tally:**
  - ✓ **GST-3B and GSTR-1**
- **GST Reconciliations:**
  - ✓ **GSTR-3B vs. Books**
  - ✓ **GSTR-1 Vs. Books**
  - ✓ **GSTR3B vs. GSTR-1**
  - ✓ **GSTR 2B/2A Concept knowledge**
  - ✓ **GSTR 2B Reconciliation with GSTR 2A**
  - ✓ **GSTR 2B Reconciliation with Books**
  - ✓ **How to verify GST number of buyer and seller**

# Accounting Course

- **Data Finalization for Income Tax Return**
- **Automation of Debtors and creditors aging report**
- **Compliance Check**
- **26AS and AIS reconciliation with books for ITR filing**
- **Ledger scrutiny**

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