

**Syllabus Outline for CE Product Lines:**

| Day | Advanced + Tally Package<br>45 days   |
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| 1.  | <ul style="list-style-type: none"> <li>➤ Tally and its introduction</li> <li>➤ Company Creation, editing and deletion</li> </ul>  |
| 2.  | <ul style="list-style-type: none"> <li>➤ Ledgers &amp; Groups creation, editing and deletion</li> </ul>   |
| 3.  | <ul style="list-style-type: none"> <li>➤ Stock Item creation, editing and deletion</li> </ul>   |
| 4.  | <ul style="list-style-type: none"> <li>➤ Voucher Types, their creation, editing and deletion</li> </ul>   |
| 5.  | <ul style="list-style-type: none"> <li>➤ Voucher entry</li> </ul>   |
| 6.  | <ul style="list-style-type: none"> <li>➤ Journal</li> </ul>   |
| 7.  | <ul style="list-style-type: none"> <li>➤ Receipt &amp; Payment</li> </ul>   |
| 8.  | <ul style="list-style-type: none"> <li>➤ Sales</li> </ul>   |
| 9.  | <ul style="list-style-type: none"> <li>➤ Purchase</li> </ul>  |
| 10. | <ul style="list-style-type: none"> <li>➤ Contra</li> </ul>  |
| 11. | <ul style="list-style-type: none"> <li>➤ Special issues in tally</li> </ul>   |
| 12. | <ul style="list-style-type: none"> <li>➤ Data backup &amp; Data Import</li> </ul>   |
| 13. | <ul style="list-style-type: none"> <li>➤ Exporting reports to excel &amp; pdfs</li> </ul>   |
| 14. | <ul style="list-style-type: none"> <li>➤ Split of data and Multi voucher printing</li> </ul>  |
| 15. | <ul style="list-style-type: none"> <li>➤ Function of keys and other adjustments</li> </ul>  |
| 16. | <ul style="list-style-type: none"> <li>➤ Introduction: Crucial Accounting concepts, Entity and their registration</li> <li>➤ Sample documents</li> </ul>  |
| 17. | <ul style="list-style-type: none"> <li>➤ What are the regular set of transactions that TEST Entity will face during a fiscal year?</li> <li>➤ Sales price and capping, if any</li> </ul>  |
| 18. | <ul style="list-style-type: none"> <li>➤ Prepare journal entries of transactions for TEST Entity</li> </ul>   |
| 19. | <ul style="list-style-type: none"> <li>➤ Taxation Overview: Direct &amp; Indirect with residency concept and installment taxation</li> <li>➤ Prevalent Direct &amp; Indirect Tax</li> <li>➤ Taxation impact to entity &amp; person</li> </ul>   |
| 20. | <ul style="list-style-type: none"> <li>➤ Salary &amp; Payroll Taxation and its accounting</li> <li>➤ Further consideration of: Net and Gross system, Cash basis for payroll taxation, Perquisite valuations</li> <li>➤ Various allowances and deductions</li> </ul>   |
| 21. | <ul style="list-style-type: none"> <li>➤ What is (Tax Deduction at Source) TDS, their rates, rules &amp; compliance?</li> <li>➤ Withholder &amp; withholdee</li> <li>➤ What is TDS Return &amp; its deposition</li> <li>➤ Deadline for return filing and deposition</li> <li>➤ Advance &amp; Final TDS</li> </ul> |
| 22. | <ul style="list-style-type: none"> <li>➤ TDS return preparation, filing and demonstration</li> </ul>  |
| 23. | <ul style="list-style-type: none"> <li>➤ What is Value Added Tax (VAT), their rates, rules &amp; compliance?</li> <li>➤ Relevance of Schedule 1</li> <li>➤ Registration Threshold</li> <li>➤ Voluntary &amp; Compulsory Registration</li> <li>➤ Purchase Book &amp; Sales Book</li> </ul>                         |
| 24. | <ul style="list-style-type: none"> <li>➤ In-depth study of VAT with practical examples</li> <li>➤ VAT is cost or not?</li> <li>➤ What is Input credit and partial credit?</li> <li>➤ What is VAT Return</li> <li>➤ LIVE demonstration of VAT return filing at IRD</li> </ul>                                      |

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| 25. | <ul style="list-style-type: none"> <li>➤ Overview of Income Tax</li> <li>➤ Is Income Tax payment compulsory?</li> <li>➤ Due date of installment taxes</li> <li>➤ What is Income Tax return</li> <li>➤ Exceptions to return filing, if any</li> <li>➤ What about NGO, INGOs?</li> <li>➤ Turnover based taxation</li> </ul>  |
| 26. | <ul style="list-style-type: none"> <li>➤ Detailed Income Tax calculation, rates, rules and compliance</li> <li>➤ Business Income and Deductions</li> <li>➤ Rules of Deduction: Allowed vs disallowed</li> <li>➤ Loss setoff and carry forward</li> <li>➤ Few SPECIAL cases for tax calculations</li> <li>➤ Are there really 2 books?</li> <li>➤ Few SPECIAL adjustments</li> </ul> |
| 27. | <ul style="list-style-type: none"> <li>➤ Impact of Interest, Stock and other items in taxation along with practical examples</li> <li>➤ What about EMIs?</li> <li>➤ What about Overdraft &amp; Term Loans?</li> <li>➤ Stock (Inventory) Valuation for taxation?</li> <li>➤ What is FIFO and its impact?</li> <li>➤ What is Weighted Average and its impact?</li> </ul>             |
| 28. | <ul style="list-style-type: none"> <li>➤ SPECIAL consideration for Depreciation and Repair &amp; Maintenance along with practical examples</li> <li>➤ What is Pooling system?</li> <li>➤ What is terminal depreciation?</li> </ul>   |
| 29. | <ul style="list-style-type: none"> <li>➤ Overview of Customs duty with practical examples</li> <li>➤ Overview of Excise duty with practical examples</li> <li>➤ Custom valuation principle</li> <li>➤ PragyapanPatra</li> <li>➤ Licensing of Excise</li> </ul>   |
| 30. | <ul style="list-style-type: none"> <li>➤ What is accounting standard and its practical impact?</li> <li>➤ Some Relevant accounting standards</li> </ul>  |
| 31. | <ul style="list-style-type: none"> <li>➤ Preparation of Trial Balance and Finalization of Books of accounts with practical examples</li> <li>➤ Prepaid, Depreciation and provision adjustment</li> </ul>   |
| 32. | <ul style="list-style-type: none"> <li>➤ It's all about reconciliation</li> <li>➤ Bank Reconciliation Statement</li> <li>➤ Practical Cases</li> </ul>  |
| 33. | <ul style="list-style-type: none"> <li>➤ Vat Reconciliation</li> <li>➤ Practical Cases</li> </ul>  |
| 34. | <ul style="list-style-type: none"> <li>➤ Stock Reconciliation</li> <li>➤ Practical Cases</li> </ul>  |
| 35. | ➤ Project 1  |
| 36. | ➤ Project 2  |
| 37. | ➤ Project 3  |
| 38. | ➤ Project 4  |
| 39. | ➤ Project 5  |
| 40. | ➤ Project 6  |
| 41. | ➤ Project 7  |
| 42. | ➤ Few relevant Case law of Income Tax&VAT  |
| 43. | ➤ Few relevant Case law of Legal compliance  |
| 44. | ➤ Project Assessment and review of performance   |
| 45. | ➤ certificate distribution and CV preparation tips   |

*\*This is overview of the syllabus, for more detail contact ICA Professional Studies*

*\* Scheduling may be adjusted subject to student's progress*

*\* Basic understanding of Tally and journal entries are required.*

**Our Timing:**

1. Morning shift: 6:45 am to 7:45 am and 8:00 am to 9:00 am
2. Evening shift: 5:30 pm to 6:30 pm

**DOCUMENTS REQUIRED (DURING REGISTRATION)**

1. Citizenship (1 copies each)
2. 1 PP size Photograph

**Note: Payment has to be made at the time of admission.**