

ADVANCED CERTIFICATION COURSE IN ACCOUNTS & TAXATION



ABOUT US

Infobyte Career Institute offers a high-quality learning experience in the field of IT training to train students on brand new technologies and train them to deliver the desired results with commercially relevant and re-organized technical skills.

The probability of achieving your dream job will keep on increasing day by day once you complete a course in Infobyte Career Institute. We also focus on improving soft skills in terms of communication, leadership, teamwork, external appearance, and attitude which helps everyone to be professional in all the aspects of their career.

ABOUT ACCOUNTS & TAXATION

Welcome to our comprehensive Accounts & Taxation course! Designed for aspiring accountants, financial analysts, and business owners, our program offers a deep dive into the intricate world of accounting principles and taxation laws. With a focus on practical application, students learn to navigate complex financial landscapes, interpret tax codes, and optimize financial strategies. Our experienced instructors bring real-world expertise, ensuring a dynamic learning experience. Whether you're aiming to master bookkeeping fundamentals or seeking advanced tax planning skills, our course equips you with the knowledge and tools necessary to excel in today's competitive business environment. Join us and unlock your potential in the realm of finance and taxation.

BENEFITS OF ACCOUNTS TAXATION

- Career Growth -Higher Pay & Position
- Encourages professional Development
- Enriches self-image and Reputation
- Enhances professional Credibility
- Abundant Job Opportunities
- Used In Many Industries
- Global Recognition
- Secure and Flexible
- 150+ Case Studies
- 150+ Projects

ACCOUNTS TAXATION TOPICS

- Business Accounts
- GST
- TDS
- Income Tax
- Tally Prime
- Advance Excel & MIS
- Finalization of Balance Sheet Preparation of Financial
- Statement
- Soft Skills

BUSINESS ACCOUNTS

- Basics of Accounts
- Accounting Standard
- Types of Accounts
- Basics of Tally Prime
- Creation / Setting up of Company in Tally Prime
- Creating Accounting Masters in Tally Prime
- Setting up Accounts Heads
- Group & Ledger Creation
- Voucher Entry
- Debit & Credit Note
- Creating Inventory Masters in Tally Prime
- Stock Groups Godowns/ Locations
- Unit of Measure Stock Items
- Advance Accounting in Tally Prime

BUSINESS ACCOUNTS

- Bill Wise Details
- Cost Centers and Cost Categories Invoice
- Entry using voucher categories
- Payment vouchers using voucher classes
- Stock Journal using vouchers classes
- Adjusting Forex Gain / Loss Bank
- Reconciliation
- Interest Calculation
- Creating a Group Budget Order
- Processing in Tally Prime
- Sale / Purchase order processing
- Display Columnar orders & Stock Details
- Reorder Levels Tracking Numbers
- Bill of Materials
- Price Levels & Price Lists
- Stock Valuation Zero
- valued Entries

GST-GOODS AND SERVICES TAX (INDIRECT TAX)

Sub-Module 1

- Introduction to GST
- Taxable Event Supply
- Supply or Levy
- Place of Supply
- Value of Supply
- Export & Import
- Registrations

Introduction to GSTR1

- Introduction to GSTR3B
- Introduction to GSTR2A
- Matching of GSTR2A with GSTR3B
- GSTR3B Correction
- GSTR1 Reconciliation
- File GSTR3B from Tally ERP9
- File GSTR1 using Tally ERP9
- Generate E-way Bills using Tally ERP9
- How to Pass Accounting Entries under GST
- Point of Sale (POS)

GST-GOODS AND SERVICES TAX (INDIRECT TAX)

- Input Tax Credit & ITC04
- Transitional Provisions Job Work
- Various Return Under GST Law
- A Return for Regular GST Dealer (Practical Demonstration and hands on Practice by Participants)
- GSTR-BB
- GSTR-1
- GSTR-9
- GSTR 9C
- GSTR 2A & GSTR 3B

Sub-Module 4

- Appellate Level in GST
- Advance Ruling and Appellate Authority
- Offences, Penalties, Prosecution in GST
- Litigation Management
- Audit & Assessments
- E-commerce TCS
- Demand & Recovery
- Acts & Lawaxrate under composition scheme

GST-GOODS AND SERVICES TAX (INDIRECT TAX)

Return

- Tax rate under form in composition scheme
- Reverse Charge Mechanism (RCM)

What is RCM

- Taxability under RCM

TDS

- TDS Process
- TDS Features in Tally Prime
- Enabling TDS in Tally Prime
- Recording Basic TDS Transactions
- Transactions Involving TDS
- Payments of TDS
- Generating TDS Challan
- Recording Advanced TDS Transactions
- Transactions involving TDS
- Adjustments in TDS
- TDS on Expenses with Inventory
- TDS on Fixed Assets
- TDS on Sales Commission
- Reversal of Excess TDS Deducted

TDS

- TDS Reports
- Computation
- Challan Reconciliation
- TDS Return
- Out Standing (TDS Payable)
- TDS Not Deducted

INCOME TAX

- Goal Setting and Time Management Basic concepts of Income Tax
- Income from Salaries
- Income from House Property
- Profits and Gains of Business or Profession
- Income from Capital Gains & Other Sources
- Deductions under Chapter VI-A
- Computation of Taxable Income
- Application for PAN | E-filing of Income Tax
- Employees Income Tax Declarations
- Override Income TaxTaxConfiguration
- Pay Head creation for Income Tax Deduction
- Processing Salary with Income Tax Deduction
- Income Tax Reports
- Income Tax Returns

INCOME TAX

Business Income: How to compute your taxable income

- Deductions
- Allowance
- Books of Account
- Tax Audit
- Method of Accounting
- Minimum Alternate Tax

Capital Gain

- Taxation
- Exemption
- Deduction

Income Tax from Other Sources

- Taxation
- Exemption
- Deduction

Income Tax: Advance Studies

- Recent Changes in Income Tax

ADVANCE TALLY PRIME

- Basic of Tally
- Tally and Inventory Management
- Accounting Management Through Advanced Tally
- Bill of Materials (BOM)
- Accounting Ledgers Details
- Cost Centre and Cost Categories
- Voucher Classes
- Multiple Currencies
- Interest Calculations
- Budget and Controls
- Banking
- Production and Stock Management Through Tally
- TDS
- Basic concepts of GST
- Purchase & Sales Cycle
- GST using Tally
- ESI

FINALIZATION OF BALANCE SHEET/ PREPARATION OF FINANCIAL STATEMENT

- Complete Book closing process and concept of finalization
- Coverage of important closing and opening entries
- Vouching and Ledger Scrutiny
- Preparation of Balance Sheet and P&L of partnership firm and Company
- Depreciation as per Income Tax Act & Companies Act
- Concept of Deferred Tax Calculation
- Advance Tax and Corporate Tax Calculation
- Logical Process of preparing balance sheet on Excel of a company registered under the Companies Act
- An overview of Indian GAAP(Generally Accepted Accounting Principles) and IndAS and its applicability on Finalization of accounts
- Comparative Analysis of provisions of Depreciation in the Income Tax Act and Companies Act

FINALIZATION OF BALANCE SHEET/ PREPARATION OF FINANCIAL STATEMENT

- Bank Reconciliation Statement and its importance for finalization.
- Year-end Adjustment entries. (New Topic)
- Deferred Tax (New Topic)
- Real World demo of Grouping of Heads of income and expenses through trial balance.
- Practical demo on linking skill of cells in Excel and preparation Financial Statement on multi excel sheet with its other component.
- Financial Analysis (how to read the financial accounts of a Company –important ratio analysis) (New Topic)
- Bank Reconciliation Statement and its importance for finalization.
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SOFT SKILLS

- Group Discussion Group Behavior
- Optimistic Body Language
- Corporate English Grammar
- Effective Leadership
- Business Etiquettes
- Confidence Building
- Personal Skills
- Goal Setting
- Face interview Rupture
- Email Writing
- Strategic Thinking
- Stress Management
- Negotiating
- Effective business communication
- Presentation boot camp
- Resume writing workshop
- Interview workshop
- Interpersonal communication
- Email & virtual communication

WHO CAN LEARN ?

- Anyone Who Want To Become Expert In Accounting Calculations
- Anyone Who Enjoy Math's And Want To Apply It To Business
- Anyone Looking For Career Opportunities In Accounts And Taxation
- Students Who Are Currently In College Or University

CAREER OPPORTUNITIES

- Account Associate
- Tax Associate Tax
- Adviser
- Tax Analyst
- Tax Consultant
- Tax Manager
- SrAccounts Manager

FACILITIES OFFERED

- Practical Training on Live Projects
- Complete Placement Assistance
- Interview Preparation
- Global Certification
- Fully functional labs
- Online / Offline Training
- Study Materials
- Expert Level Industry Recognized Training

OUR RECRUITERS



AND MANY MORE..