MANAGED BY JIVAN JYOT TRUST, AMROLI

J.Z SHAH ARTS & H. P. DESAI COMMERCE COLLEGE, AMROLI-SURAT.

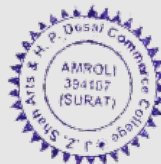**Re-Accredited B++ (CGPA 2.94) BY NAAC (3rd Cycle)**

Affiliated To Veer Narmad South Gujarat University, Surat

Certificate Course on

"Tally Accounting with GST"

Total Hours: 30 Hrs.

PRINCIPAL
Dr. K. N. CHAVDA
J. Z. SHAH ARTS &
H. P. DESAI COMMERCE COLLEGE
At & Po. AMROLI-394 107, ST.UTRAN(W.R.)
TA. CHORYASI, DIST. SURAT.

Values

Integrity, transparency, accountability and credibility are the values we cherish and adhere to in all aspects of dealings with our Students.

Mission

To provide executive coaching and soft skills training in enhancing professionalism which act as a stepping stone and paves the path for a bright future.

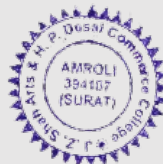|	
● **Course content**	**Unit l: Basic of computer & role of Computer in commerce fields** **l.l. Learning the Words in computer & their application in commerce** **l.2.Learning of Basic excels in computer & their application in commerce** **l.3.Learning of power point presentation & their application in commerce** **l.4.Protection of documents & Files** **l.5.Changing format / interchanging format of file** **1.6. Writing Business /official emails** **Unit:2 about the business and form &** **2.1. Learn various form of Business** **2.2. Merits & Demerits of various form of business** **2.3. Registration formats of various business** **2.4. Documents learning for various form of business** **2.5. Role of accounting in business** **Unit:3 Tally accounting and their application in business** **3.l. Meaning, Objective, important of Tally Accounting in business** **3.2. Creation of company in Tally prime** **3.3. Alter or edit and delete of company in Tally Prime** **3.4. Create of Ledger in Tally Prime** **3.5. Alter or Delete ledger in Tally Prime** **3.6. Create the party leader - debtor or creditor ledger in Tally** **3.7. Create the sales or purchase ledger in Tally** **3.8. Learn to Pass the journal entry of purchase or sales** **3.9. Learn to Pass the journal entry of Direct or Indirect Expenses** **3.10. Learn to Pass the journal entry of capital assets** **3.11. Learn to Pass the journal entry of Noncash expenditure** **3.12. Learn to Pass the journal entry of bank passbook or bank statement**

	3.13. Create the proforma invoice in Tally Prime **3.14. Inventory /stock management in Tally prime** **3.15. Pass the GST entry in Tally Prime** **3.16. Preparation of cash book and Analysis of cash balance in Tally** **Prime** **3.17. Preparation of profit and loss account in Tally** **3.18. Preparation balance sheet in Tally** **Unit:4 Taxation** **4.1. Basic of Tax - what, why , who and horv** **4.2. What is direct tax & Indirect Tax - Difference of Direct Tax & indirect** **tax** **4.3. Overview of direct tax** **4.4. Calculation of Income tax** **4.5. Basic of GST** **4.6.GST registration** **4.7.GST return filling process**