

**SYLLABUS FOR “RS-CFA WITH TALLY GST
& MS EXCEL”**

Business Accounting

Chapter 1: Basics of Accounting

Introduction

Exploring the Concepts of Accounting

- ✓ The Business Entity Concept
- ✓ The Dual Aspect Concept
- ✓ The Accounting Period Concept
- ✓ The Cost Concept
- ✓ The Money Measurement Concept
- ✓ The Going Concern Concept
- ✓ The Accrual Concept
- ✓ The Matching Concept

Understanding the Conventions of Accounting

- ✓ The Convention of Full Disclosure
- ✓ The Convention of Materiality
- ✓ The Convention of Consistency
- ✓ The Convention of Conservatism

Important Accounting Terms

Double Entry System

Accounts and its Types

- ✓ Personal Account
- ✓ Impersonal Account

Explaining the Rules of Debit and Credit

Describing a Journal

- ✓ Types of Journal
- ✓ Recording a Transaction in a Journal
- ✓ Defining a Compound Journal Entry

Understanding Ledger

Essential Features of Ledger

- ✓ Final Entry Book
- ✓ Provides Final Information
- ✓ Two Partitions: Debit Side and Credit Side
- ✓ Opening Balance for Next Year

Advantages of Ledger

Performa of Ledger

Subdivision of Ledger

Trial Balance

Essential Features of Trial Balance

Advantages of Trial Balance
Performa of Trial Balance
Methods of Trial Balance
Understanding Errors

Classification of Errors

- ✓ Errors of Omission
- ✓ Errors of Commission
- ✓ Errors of Principle
- ✓ Errors of Compensation

Rectification of Errors

Chapter 2: Business Organizations

Introduction

Forms of Business Organizations

- ✓ Sole Proprietorship
- ✓ Partnership
- ✓ Limited Liability Partnership
- ✓ Company
- ✓ HUF
- ✓ Co-operative Society
- ✓ Trust

Classifications of Business Organizations

Trading Organizations

- ✓ Nature of Trading Organizations
- ✓ Activities in Trading Organizations

Service Organizations

- ✓ Nature of Service Organizations
- ✓ Activities in Service Organizations
- ✓ Manufacturing Organizations

Summary

Chapter 3: Understanding of Financial Statements,

- ✓ Describing Financial Statements
- ✓ The Manufacturing & Trading Account
- ✓ The Profit and Loss Account/Income & Expenditure A/c
- ✓ Balance Sheet
- ✓ Cash Flow Statement
- ✓ Fund Flow Statement

- ✓ Difference between Assets, Liabilities, Income and Expenditure
- ✓ Difference between Balance Sheet and Profit & Loss Account
- ✓ Types and Formats of Financial Statements applicable to corporate and non-corporate
- ✓ Understanding Revenue from Operation
- ✓ Understanding Purchases, Direct & Indirect Expenses

Chapter 4: Computerized Accounting

Introduction

Exploring Computerized Accounting

- ✓ Need for Computerized Accounting
- ✓ Merits of Computerized Accounting
- ✓ Demerits of Computerized Accounting

Computerized Accounting Software

Exploring Tally

- ✓ General features of Tally Software
- ✓ Accounting Features of a Tally Software
- ✓ Types of Tally Accounting Software

Exploring Busy/Marg/ Other Industry specific Softwares

Exploring Enterprise Resource Planning (ERP)

Exploring SAP

SAP Products

Summary

Chapter 5: Valuation of Inventory

Introduction

Inventories

Methods of taking inventory

- ✓ Periodic inventory method
- ✓ Perpetual inventory method

Methods of inventory valuation

- ✓ First in First out (FIFO)
- ✓ Last in first out (LIFO)
- ✓ Weighted average cost method
- ✓ Standard cost method

Summary

Tally

Chapter 6: Introduction to Tally.ERP 9

Introduction

Salient Features of Tally.ERP 9

Technological Advantages of Tally.ERP 9

Installing Tally.ERP 9 Application

Opening Tally.ERP 9 Application

Fundamentals of Tally.ERP 9

- ✓ The Title Bar
- ✓ The Horizontal Button Bar
- ✓ The Gateway of Tally Screen
- ✓ The Button Bar
- ✓ The Product Information Bar
- ✓ The Status Bar

Mouse/ Keyboard Conventions

Switching between Screen Areas

Quitting Tally.ERP 9

Creating a Company

Selecting a Company

Shutting a Company

Deleting a Company

Company Features

Company Configuration

Summary

Chapter 07: Creating Masters in Tally.ERP 9

Introduction

Creating a Chart of Accounts

Creating Accounting Masters in Tally.ERP 9

- ✓ Groups and Ledgers

Creating Inventory Masters in Tally.ERP 9

- ✓ Stock Groups
- ✓ Stock Categories
- ✓ Godowns
- ✓ Units of Measure
- ✓ Stock Items

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Chapter 08: Voucher Entry and Invoicing

Introduction

Voucher Type

- ✓ Creating a Voucher Type
- ✓ Displaying a Voucher Type
- ✓ Altering a Voucher Type

Accounting Vouchers

- ✓ Receipt Voucher
- ✓ Payment Voucher
- ✓ Contra Voucher
- ✓ Journal Voucher
- ✓ Purchase Invoice
- ✓ Purchase Voucher
- ✓ Sales Invoice
- ✓ Sales Voucher
- ✓ Debit Note
- ✓ Credit Note

Inventory Vouchers

- ✓ Purchase Order
- ✓ Sales Order
- ✓ Delivery Note Voucher
- ✓ Physical Stock Voucher

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Chapter 09: Advanced Features in Tally.ERP 9

(A) Routine Tally.ERP 9

Introduction

Bill-wise Details

Cost Categories

- Creating a Single Cost Category
- Displaying a Cost Category
- Altering a Cost Category
- Creating Multiple Cost Categories
- Displaying Multiple Cost Categories
- Altering Multiple Cost Categories

Cost Centers

- Creating a Single Cost Centre
- Displaying a Single Cost Centre
- Altering a Single Cost Centre
- Creating Multiple Cost Centers

- Displaying Multiple Cost Centers
- Altering Multiple Cost Centre
- Creating a Voucher using Cost Centers

Budget

- Creating a Budget
- Altering a Budget
- Displaying a Budget Variance Report

Bank Reconciliation Statement

Interest Calculation

- Simple Interest Calculation
- Advanced Interest Calculation

Scenario Management

- Configuring Settings for Scenarios
- Creating a Scenario
- Altering a Scenario
- Creating Optional Journal Voucher
- Using Scenarios in Reports

Summary

Chapter 10: Generating and Printing Reports in Tally.ERP 9

Introduction

Financial Statements

- Balance Sheet
- Profit & Loss Account
- Trial Balance

Accounting Books and Registers

- Cash Book
- Bank Book
- Purchase Register
- Sales Register
- Day Book

Inventory Books and Registers

- Stock Summary
- Stock Item Summary
- Stock Group Summary
- Sales Order Book
- Purchase Order Book
- Stock Ageing Analysis
- Stock Valuation Methods

Statements of Accounts

- Bills Receivable
- Bills Payable

Management Information System (MIS) Reports

- Cash Flow Statement
- Fund Flow Statement
- Ratio Analysis

Exception Report

Printing Reports

- Print Format
- Multi-Accounting Printing
- Type of Print Configuration options

Summary

TAXATION

Chapter 11: Taxation –Direct Taxes

(A) - Tax Deducted at Source

Introduction

How to apply of TAN

Various Section and rates of TDS

Working with TDS

Defining TDS Statutory Master

Displaying the TDS Nature of Payments

Displaying Deductee Types

Defining Ledger Masters

Creating Expense Ledger

Creating Party Ledger

Creating Tax Ledger

Defining TDS Voucher

Journal Voucher for TDS on Expense

Creating Payment Voucher

Viewing TDS Reports

TDS Computation

TDS Challan Reconciliation

TDS Return

Summary

(B) - Income Tax

Introduction to Income tax in India

How to Apply of PAN Number and Correction in PAN

Type of Tax payers

Various Head of Income under Income Tax

- Salary
- House Property
- Business & Profession
- Capital Gain
- Other Sources

Various Income tax Forms to be used for filling of Returns

- Deduction under Income Tax from Total Income
- Basis idea about Tax Audit U/s 44AB of Income Tax Act
- Limit of Cash Transactions
- How reply of Notice
- How to E-file Online Income tax return

Chapter 12: Indirect Taxation

(A) – Goods and Services Tax

Introduction

- Features of GST
- Benefits of GST

Classification of GST

- CGST
- IGST
- SGST
- UTGST

Administrative Bodies of GST

Legal Phrases Used in GST

Sections of Goods and Services Tax

GST Rates in India

Difference between IGST, CGST & SGST

Expenses under GST Regime

Meaning of Supply

Place of Supply

Time of Supply

- Time of Supply of Continuous Supply of Goods
- Liability to Pay GST in Respect of Supply of Services
- Supply of Services based on Invoice for Defined Time
- Time of Supply in Continuous Supply of Services

Enrolling Under GST

Registration & Amendment in Core Non-Core fields in Registration under GST

Difference between Regular Dealer & Composition Dealers

Obligation of Regular Dealers and Composition Dealers under GST

Payment of GST

- Methods of Paying Tax
- Meaning of Date of Receiving Payment

Input Credit Tax

- Considering GST as Input Tax upon Paying Reverse Charge
- Necessary Conditions for Obtaining ITC
- Time Limit for Taking ITC
- Negative List on which ITC is not permitted
- Order of Utilization
- Reversal of Input Tax Credit
- Ineligible Inputs and their Credits

Input Services Distributor (ISD)

- Prerequisites for Enrolling as ISD
- Conditions for Distribution of Credit
- Credit Distribution under ISD

Electronic Commerce

- Meaning of Aggregator
- e-Commerce Operator
- Deduction/Deposit of TCS by e-Commerce Operator
- Mismatching of Details

Return and Input Tax Credit

- Importance of Filing Return under GST
- Uploading Challans/Bills
- Annual Return and Final Return
- Making Changes after Filing the Return
- Filing Return by Taxpayer
- Periodicity of Return Filing

Levy of and Exemption from Tax

- Taxable Person
- Power to Grant Exemption from Tax

Refund of Tax

Advance Ruling

- Objective of Advance Ruling

- Authority for A.A.R. and A.A.A.R. under GST
- Applicability of Advance Ruling and its Time Period
- Nullifying the Advance Ruling
- Procedure for Obtaining Advance Ruling
- Circumstances for Rejecting Applications under Advance Ruling

Meaning of Search

- Basic Requirements to be Observed During Search Operations

Meaning of Inspection

Meaning of Reasons to Believe

Search Warrant

Meaning of Seizure

- Difference between Seizure and Detention
- Safety Provisions Provided under MGL for Search or Seizure

Meaning of Arrest

- Precautions to be Taken During Arrest

Offence and Penalties

- General Penalties
- General Disciplines Related To Penalty
- Circumstances under which Goods are Seized
- Offences which can Lead to Warrant Prosecution under MGL

Objectives of Settlement Commission

- Meaning of Case under the Provision of Settlement
- Eligible Applicable for Settlement
- Contents of the Settlement Application
- Circumstances When Application for Settlement is not Considered
- Nature of Orders Passed by Settlement Commission
- Circumstances When Order of Settlement Commission are not Considered
- Power of Settlement Commission

(B) Practical Aspect in GST

- HSN & SAC code
- E-Way Bills under GST
- Mixed & Composite Supply under GST
- Bill of Supply & Invoice
- Debit & Credit Note under GST
- GST Compliances Checklist
- Switching in GST
- Reversal of Inputs
- Ineligible Credits in GST
- How to deposit Tax in GST

Chapter 13 – Enabling GST in Tally.ERP 9

Special Features in Tally.ERP 9 with reference to implementation of GST

How to Activate GST in Tally

- How to Set GST Details in Tally
- How to Alter GST Details in Tally
- How to create tax classification in GST
- Creation of Ledger related to GST Transactions

Creating Masters for GST

- Creating Central Tax Ledger
- Creating State Tax Ledger
- Creating Party Ledger
- Creating Purchase Ledger
- Creating Sales Ledger
- Creating Service Ledger
- Creating Stock Item

Creating Vouchers for GST

- Creating Purchase Voucher
- Creating Sales Voucher
- Creating Sales Voucher for Providing Services

- Recording Voucher for Advance Receipts from Customer

Creating Payment Voucher

- Recording Voucher for Advance Payments to Supplier
Creating Journal Voucher for Tax Adjustment

Viewing GST Rate

Updating Party GSTIN

Viewing GSTR-1 Report

Viewing GSTR-2 AReport

Viewing GSTR-3B Report

Summary

Chapter -14 Other Miscellaneous Aspects

TRP

(a) Chapter 13: Introducing Tax Return Preparer (TRP)

Introduction

Understanding Tax Return Preparer (TRP)

TRP Scheme

Role of TRP

Pre-requisite of TRP

TRP Examination

TRP Training

Duties and Obligation of TRP

Incentives of TRP

Do's and Don'ts of TRP

Summary

(b) How to Become a GST Practitioner

Who are called GST Practitioner

What does section 48(1) holds in it

Role of GST Practitioners in GST

GST Practitioner eligibility GST Practitioner registration procedure. GST Practitioner exam and validity of

GST registration certificate

GST Practitioner exam date

GST Practitioner benefits

Electronic Payment

Making Cashless Transactions

Introduction

Meaning of Cashless Transaction

Different Ways of Making Cashless Transactions

- Cheque
- Demand Draft

Electronic Payment

- Online Transaction through NEFT and RTGS
- Credit Card and Debit Card
- E-Wallets
- Mobile Wallet
- UPI App
- BHIM App
- Gift Cards
- Aadhar Enabled Payment System
- Unstructured Supplementary Service Data
- Summary

Chapter 15: Basics of Other relevant Miscellaneous Act

- a) ESI Act
- b) PF Act
- c) Gratuity Act
- d) Bonus Act
- e) MSME Act & Registration
- f) I E C odes
- g) Procedures of Incorporation of a Company
- h) Business Registration Number Process –BRN
- i) Shop & Establishment Act

Chapter 16: Introduction to MS Excel 2010

Introduction

Defining the Need for MS Excel

Understanding Workbook and Worksheet

Starting MS Excel 2010 Application
Exploring the Ribbon
Entering Data in a Worksheet
Adjusting Column Width of Cells
Saving a Workbook
Closing a Workbook and Quitting MS Excel 2010 Application
Summary

Using Functions

Introduction

Understanding Cell Referencing

- Relative Cell Referencing
- Absolute Cell Referencing
- Mixed Cell Referencing

Basic Concepts Used in a Function

- Getting Information about a Function
- Syntax of a Function
- Entering a Formula in a Cell
- Applying a Formula by Using the Copy and Paste Method
- Applying a Formula by Using the Auto Fill Feature

Editing a Formula

Copying Value Instead of a Formula

Working with the Commonly Used Functions

- PRODUCT Function
- SUM Function
- AVERAGE Function

Creating Your Own Function

Printing a Worksheet

- Printing a Worksheet on a Single Page
- Printing a Large Worksheet

Summary

