CA Maninder Singh Practical Training Classes

Faculty- **CA Maninder Singh** Mb - 9205065874

Professional Accounting and Taxation Services

Get Certified in Professional Accounts and Taxation

Learn from one of the best faculties in field of Practical Taxation and Accounting

Here, we do not teach you on board or through projector.

We provide you practical assignments, data and software and practically train you make to make Tax Computations in Excel, Do Accounting in Tally, E File Different Challans and Returns of taxes like Vat, GST, Service tax, TDS, Excise, Payroll, PF, ESI.

Also you will learn how to do Tally, Excel, Balance Sheet finalization and prepare MIS Reports

This will help you to clear technical rounds of the interview with ease and get good job offers

Practical Work of CA firm is also given on request to the interested students

Topics Covered

1. GST Part I

2. GST Part II

3. Service Tax

4. TDS

5. Income Tax

6. Excise

7. Payroll

8. DVAT CST

9. Balance Sheet Finalization

10. Advanced Excel and MIS

11. Tally ERP9

12. Finance

Fees for course

- Rs 2500 per topic
- Rs 9000 for 5 topics
- Rs 1000 for every additional topics

You can pay in installments also.

Batch Timings

We have 2 Batches running

- Sunday and Early Morning batch for Working Students
- Weekday batch for those looking for job
- **You can do the course online as well**

Advantages

- Add more skills to your resume
- Help in Practical Company Work
- Get Certificate In Professional Accounts and Taxation
- Help if u face any problem during Company Work
- We will notify you about Important Changes in Tax etc.

Certificate

- GST Practical Training Certificate will be provided on request
- This Certification you can add in your resume under Trainings Undertaken

DETAILED TOPIC LIST

1. GST Part I

Practical Assignments in GST Basics, GST Accounting and making GST Tax Computations incorporating

- Accounting in Tally ERP 9 of GST Transactions

- Making GST Tax Computations in Excel

- Applicability of CGST, IGST, SGST, UTGST on Different Transactions

- Understanding GST Input Tax Credit Implications

- Adjustment of CGST,SGST,IGST Credit Amongst Each other

- Preparation of GST PMT Registers

- Concept of Jobworker in GST

- Concept of Input Service Distributor in GST

- Reverse Charge Mechanism in Case of Purchase from Unregistered Dealers

- TCS and Reverse Charge Implications in case of E Commerce Transactions in GST

- Billing and Invoicing in GST

- TDS Implications in GST

- Composition Scheme in GST

- Time of Supply in GST

- Place of Supply in GST

2. GST Part II

Practical Efiling Practice of Different GST Challan and Returns like

- **GSTR 3B** – Monthly Return for July 2017

- **GSTR 1** - Details of outward supplies of taxable goods and/or services effected

- **GSTR 2** - Details of inward supplies of taxable goods and/or services effected claiming input tax credit

- **GSTR 3** - Monthly return on the basis of finalization of details of outward supplies and inward supplies along with the payment of amount of tax.

- **GSTR 4** - Quarterly return for compounding taxable person

- **GSTR 5** - Return for Non-Resident foreign taxable person

- **GSTR 6** - Return for Input Service Distributor (ISD)

- **GSTR 7** - Return for authorities deducting tax at source

- **GSTR 8** - Details of supplies effected through e-commerce operator and the amount of tax collected

- **GSTR 9** - Annual Return

3. TDS Non Salary

Practical Assignments in

- Accounting for TDS Receivable and Payable in Tally ERP 9

- TDS Rates and E-Payment of Challan 281

- Filing TDS Return Form 26Q

- Checking of Form 26AS

- Procedure of Form 15CB and 15CA and Form 27Q

- Issue of TDS Certificates

- Concept of 15G and 15H Form

- Certificate of Lower Deduction

- Issue of TAN No

- TDS Late Payment Interest and Penalty Calculation

4. Income Tax

- EFiling ITR For Salaried Business

- Advance Tax Computation and Deposit

- EFiling ITR For Small Proprietorship

- Deduction and EFiling ITR For Partnership Business

- Practical implications of Important Points of Different Incomes

- Understanding Expense Disallowed

- Current Tax and Deferred Tax Computation for Companies

- Challan 280 Online and Offline Procedure

5. Payroll Processing

Practical Assignments in

- Deduction of TDS with Salary, Allowances, Perquisites

- Treatment of Deductions under Chapter VIA

- Computation and Online deposit of PF ECR

- Computation and Online deposit of ESI

- Making Salary Structure for Employees

- Making Salary Sheet and Disbursement of Salary

- Important forms/records to be maintained for handling Payroll

- Understanding Treatment of PF/TDS/ESI in case of Leave /New Joining's

- Using Relevant Advanced Excel formulas for Payroll Processing

6. Basic and Advanced Excel

Practical Assignments in Application of Advanced Excel formulas in different situations

- Basic Excel and Excel Shortcuts
- V-lookup and H-lookup
- Pivot tables, Goal Seek and Macros
- If Command, Nested if,
- Count if, Sum if etc.
- Index and Match
- Concatenate and Data Validation formulas

7. Balance Sheet Finalization

Practical Assignments incorporating

- Passing Routine and Book Closure Entries in Tally ERP 9
- Provisioning for Different Expenses and Payables
- Preparing Depreciation Chart as Per Companies Act and Income Tax Act
- Current and Deferred Tax Computation and its Provisioning
- Preparation of Bank Reconciliation Statement (BRS) in Tally ERP 9
- Exporting Data in Excel
- Preparation of P & L Balance Sheet as per Revised Schedule III

8. Finance, MIS and Reporting

Practical Assignments in

- Ratio Analysis

- Preparation of Projections/Budgets

- Preparation of Fund Flow Statement and Cash Flow Statement

- Cost Centre Reporting in Tally ERP 9

- Debtor and Creditor Aging Report in Tally ERP 9

9. Accounting in Tally ERP 9

Practical Assignments in

- Accounting in Tally ERP 9 of Different Expenses and Income Bills with Different Taxes like Vat, Service Tax, TDS, Excise

- Billing from Tally

- Bank Reconciliation in Tally

- Debtor Aging in Tally

- Cost Center Reporting in Tally

- Inventory Features in Tally

- Exporting Data from Tally

- Using Tally Shortcuts

- AP AR Process

- Petty Cash Handling Process

10. Excise

Practical Assignments in

- Applicability and Cenvat Credit Admissibility

- Deposit of GAR 7 Challans

- E Filing of ER 1-ER 3 Return and New Annual Returns

- Excise Records to Be Maintained (RG 23A/RG 23C etc)

- Efiling Dealers Returns for First Stage and Second Stage Dealers

- Understanding Concept of PLA

- Treatment of CVD SAD on Import in Excise

- Treatment of Removal of Inputs Capital Goods as such and after use

- Registration Procedure in Excise

11. Service Tax

Practical Assignments in

- Making Service Tax Computation,

- Efiling ST-3 Returns

- Depositing GAR 7 Challans

Incorporating

- Point of Taxation Rules

- Exemptions and Abatement

- Reverse Charge and Partial Reverse Charge

- Service Tax Rate Changes

- Important Service Tax Forms

- Service Tax Registration

- Amendment of Registration

- Late Payment and Interest Calculation

12. **DVAT and CST**

Practical Assignments in

- Preparing Vat CST Computations

- Generating DVAT and CST Challans

- E-Filing Annexure 2A 2B 2C 2D

- Efiling DVAT 16 and CST Form 1

Incorporating

- Different CST Forms (C ,F,H,C+E1)

- Debit Note and Credit Note

- Tax Invoice and Retail Invoice

- Billing from Tally

- Checking Input Admissibility

- Registration procedure

How to pay?

Book your seat by depositing the Cash/Cheque/NEFT in below mentioned bank account and sending us the receipt.

Account Name:	DD Enterprises
Account Number:	0711507416
Account Type:	Current Account
Bank Name:	Kotak Mahindra Bank
IFSC Code:	KKBK0000179

For More Details Contact

CA Maninder Singh Classes

213,B 1/8 Apsara Arcade,Pusa Road

Next to Karol Bagh Metro Station Gate No 7

New Delhi Contact

No- 9205065874

Who will teach?

CA Maninder Singh

CA Maninder Singh is a Chartered Accountant for the past 6 years. He provides courses for Practical Accounts, Taxation , GST and Efiling at teachoo.com.

What is teachoo?

Teachoo is a place where you can learn basics of Tax, Accounts, Excel, Tally free. You can also know about online efiling work as done by Companies by taking our premium course.

GST	Accounts
Tax	Tally
Excel	Premium Courses