

DEPARTMENT OF COMMERCE				<i>Certificate course</i>				
Sem	Course Type	Course Code	Course Title	Credits	Total Contact Hours	CIA	Ext	Total
	Certificate	20COMGST	Goods and Services Tax & Accounting Package	2	30	50	50	100

Course Objectives
<ul style="list-style-type: none"> <li>To have basic knowledge on computerized accounting and creation of various activities of accounting software</li> <li>To acquire skill on preparation of order processing and pay roll accounting</li> <li>To acquaint knowledge and applicability of GST through accounting package</li> <li>To understand the concept of GST related terms and its relevance in the GST Act.</li> <li>To be able to solve simple problems on GST</li> </ul>

Unit	Course Contents	Hours
<b>Unit 1</b>	<b>Introduction of Goods and Services Tax, 2017 (GST) and Registration</b> Meaning of GST – Scope – Features – GST Council - Classification of GST – CGST – IGST – SGST – Definitions – Person – Business – Goods – Services – Registration Procedures - Taxable Person – HSN/SAC classification - Meaning of Supply – Place of Supply – Time and Value of Supply – Charge and Levy.	8
<b>Unit 2</b>	<b>Input Tax Credit (ITC)</b> Meaning – Eligible and Ineligible Input Tax Credit – Tax Credit in respect of Capital Goods – Transfer — Reverse charge Mechanisms – Rates of Taxes – Zero Rated - Exemptions – Job work – Works Contract – Composition Scheme.	6
<b>Unit 3</b>	<b>Compounded Levy Scheme for CGST and IGST</b> Preparation of Tax invoice – Credit and Debit Notes - Filing of Returns – E-Payment of Tax – E-Way Bill - Computation of GST liability. Offences and Penalty	6
<b>Unit 4</b>	<b>Accounting Software Interface and Company Management:</b> Introduction to Tally ERP9 - Creating a Company – Altering and Deleting Company – Data Security - Multi Language, Export, Import, Backup and Restore- Ledger-Creation- Single and multiple Ledger - Group – Altering – Deleting. <b>Vouchers:</b> Kinds of Vouchers – Inventory - Introduction- Units of Measure - Stock Items - Stock Category - Stock Group - Godown and Locations.	5
<b>Unit 5</b>	<b>Accounting package with Goods and Services Tax (GST)</b> Activating Tally in GST – Introduction - GST Taxes & Invoices - Creating GST Masters in Tally, Purchase Voucher with GST: Updating GST Number for Suppliers - Intra-State Purchase Entry in GST (SGST+CGST+IGST) - GST Purchase Entry for Unregistered Dealer in Tally - Reverse Charge Mechanism Entry for GST in Tally, Sales Voucher with GST: Updating GST Number for Suppliers - Intra-State Sales Entry in GST (SGST + CGST) - Inter-State Sales Entry in GST (IGST) - Printing GST Sales Invoice from Tally ERP9 Software, GST Reports and Returns.	5

**Book for Study**

1. V.S. Datey, *Indirect Taxation*, Taxmann Publication, New Delhi.
2. A.K. Nadhani, *Implementing Tally*, BPB Publications
3. Dr.P.Rizwan Ahmed, *Tally ERP 9*, Margham Publications, 2016.

**Books for Reference:**

1. *Indirect Taxes*, Institute of Chartered Accountants of India Publications, New Delhi.
2. *Indirect Taxes*, Institute of Cost Accountants of India, Kolkata.
3. V.S. Datey, *Indirect Taxes*, Taxman Publications Pvt., Ltd., New Delhi.
4. Dr. H.C. Mehrotra and Dr. S.P. Goyal, *Indirect Taxes*, Bhawan Publications, Agra.
5. K.K.Nandhani, *Computerized Accounting under Tally, Implementing Tally*, BPB publication. Deva publications.
6. Namrata Agrawal “Tally 9” Published by Dreamtech, year – 2008.

**Course Learning Outcomes****On completion of the course, the students should be able to**

1. Possess comprehensive knowledge on concept of GST and registration Procedure with concept of Time, Value and place of supply.
2. Apply the relevance of Input Tax Credit, Composition Scheme, Reverse Charge Mechanism and rates of taxes with exemptions
3. Compute GST Tax Liability with filing of returns
4. Create company name & various ledgers, individual & group wise and configure bills and vouchers through Tally. Prepare day books reports and master in stock entry and the inventory reports
5. Handle the Posting the vouchers through accounting package independently and prepare reports. Illustrate and activate GST in preparation of accounting