



TAHAA ACADEMY
"Learn. Grow. Succeed."

Tally

POWER OF SIMPLICITY

Financial Training Certificate
from Tahaa Edutech Foundation



ACCOUNTING & TAXATION
LIVE PRACTICAL TRAINING
ACCOUNTING PACKAGES
ONLINE FILLING & REG

ITR FILLING
TDS FILLING
GST FILLING
ROC FILLING

TAHAA ACADEMY IS RUN BY TAHAA EDUTECH FOUNDATION

TAHAA ACADEMY

TAHAA ACADAMY Offers Certification Course .

E-Accounting, Finance & Taxation with E-banking

Certification in E- Accounting, Finance, Banking, E- Taxation
(Duration 6 Months)



Basic COMPUTER COURSE

- Knowledge of Basic Computer
- Windows Operating System
- MS Office Training
- Training of Internet
- Corporate E-mails

Tally Prime with GST



Manual Financial Accounting

- Voucher Preparation
- Daybook writing or Cash book Preparation
- Purchase Register Preparation
- Sales Register Preparation
- Invoice Preparation
- Purchase order, Sales Order, Quotation Preparation
- Fixed Asset Register Preparation
- Fixed Asset Register Preparation
- Preparation of Trading and Profit & Loss A/c
- Preparation Account Balance Sheet
- Preparation Rectification Entries
- Depreciation Entries
- Preparation of Bank reconciliation
- Cheque Preparation and Deposit slips
- Balance Sheet Review/Analysis



Computerized Accounting software

- Tally.ERP9 Accounting Software

Tally Prime



AUDITING

- Types of Audit
- Statutory Audit, Internal Audit, Cost Audit

LIVE INDUSTRIAL PROJECTS

- Live projects on Accounts, Live projects on income Tax. Live projects on GST

CAPITAL MARKET & SHARE TRADING

- Concept of Share Trading, Demat Account
- Portfolio Management Services and Share Investment Techniques
- Concept of IPO
- Mutual Funds
- How to Manage Portfolio in Money Controls & Demat Accounts

E-BANKING

- Internet Banking
- E commerce website and its functions Online Payment of Taxes
- Concept of Cheque and its Implications
- Different types of Accounts, NEFT, RTGS

GST

GOODS & SERVICE TAX

- Overview of Goods & Service Tax
- Understanding & Implementing Goods & Service Tax
- What does it take to go from Non-GST to GST Compliance?
- Registration under GST (Regular and Composition)
- Registration Cancellation
- Amendment of Registration Core fields
- Track Application Status
- Application for Filing Clarifications
- Electronic Cash Ledger
- Electronic Liability Register
- Challan History
- Create Challan
- My Saved Applications
- View/Download Certificates
- Mew Notices and Orders
- View My Submissions
- Locate GST Practitioner (GSTP)
- Returns Dashboard
- Levy of and Exemption from Tax
- Meaning & Scope of Supply
- Valuation in GST
- Overview of GST Act
- Tax Rate Structure
- HSN/SAC Code Classifications

- Invoicing under GST Regime. How to Implement GST in Tally.ERP9 Software
- Offline Tools of GST Return
- Input Credit Mechanism
- Generate GST Challan through Portal
- Payment of Taxes through Net Banking, RTGS/NEFT/Debit Card
- Setoff GST Liabilities
- Concept of GST, SCST & IGST
- Concept of Bill to & Ship to of Goods & Services
- Utilization of IGST, CGST, SGST
- How to Manage GST Returns on GST Portal Like: GSTR3B, GSTR1, CSTR2, GSTR3, GSTR4
- Validation of GSTN
- Search Taxpayer
- Search by GSTIN / UIN of the Taxpayer
- Search Migrated Taxpayer
- Search taxpayer opted in/Out for Composition
- How do I add Invoices using Offline Tool?
- How can I use the Returns Offline Tool?
- How do I use a DSC?
- How to offset Liability from Ledgers?
- How to generate. JSON File?

- Introduction to Income Tax,
- Residential Status of an Assesses,
- Various Heads of Income Including Salary,
- Income under the head House Property,
- Profit & Gains from Business And Profession,
- Income from Capital Gains & other Sources,
- Income Tax computation
- E-Filing of Income Tax Return,
- Introduction to Income Tax Portal and credit statements.



- Concept of TDS,
- Computation and Payment of TDS,
- Generating TDS Challans
- Filing of TDS Returns.
- Preparation of Challan 281 and 280
- 26AS Reconciliation.

PROVIDENT FUND / LABOUR LAWS

- Basic Concept of Provident Fund, ESI & Labour Law

★ ★ ★ ★ ★
**100%
Placement
Assistance**
★ ★ ★ ★ ★

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**Trusted
for
15 Years**
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WE MAKE PROFESSIONAL ACCOUNTANTS

