



# VIPA

**Visionary Institute of Professional Accountants**

## About The Course

Certified Business Accounting & Taxation - BAT  
Duration: 6 Months (Regular Classes – Mon to Fri)  
Program Fee: Rs. 35,000/-

BAT Course is an essential course for learners belonging to **Accounting, Finance, Taxation and Business Management Sectors**. The course is enriched with **real-life business scenarios, charts, screenshots, observations and solved illustrations**. The professional course is structured in a blended format which gives you flexibility to learn at your own pace while getting help from experts. As a certified learner you get an edge among your fellow competitors in the job market.

A Business Accounting and Taxation course is a certified and 6-months academic program provided mainly designed by **VIPA**. It can benefit your career being a fresher or a working professional, let us first understand the two most crucial aspects of the course-

## Business Accounting

Business Accounting is a process of keeping a track of all the business operations. The financial documents are evaluated, documented, and interpreted in this process.

## Taxation

Taxation is a process followed by governments all over the world. It involves levying charges on individuals, a group of individuals or companies to generate revenue which can be put to use for the developmental activities in the country.

## **Who Should Enroll for the Course?**

- Students
- Undergraduates
- Graduates
- Working Professionals
- Entrepreneur
- Business Man
- Freelancers

Professionals can also enroll for advance accounting course to upgrade themselves with trends/strategies.

## **Certified Business Accounting & Taxation Course - BAT Highlights**

- Expertise you in modern Book Keeping.
- Computerized Entry and Finalise Reports.
- E – Filling of GST with Automations of Periodical Filling.
- E- Filing of TDS / TCS and Generate Challan 281, online filling of monthly, quarterly and annual reports.
- E-Filling of Income Tax (Computations and Verifications).
- Industrial live case studies by the industry experts
- Flexibility in batch days and time schedule
- Experienced and friendly trainers
- Consolidated learning with regular home assignments.
- Career guidance
- Lifetime support from faculties
- Small batch strength
- Get help to start business as accounting & income tax professional if required
- Certification from VIPA
- Get assistance in future when something new arrives in market
- Coverage of all practical as well as theory classes
- Good infrastructure and supportive management.

# COURSE CURRICULUM

## Module: 1. Business Accounting

- Basics of Accounts
- Accounting Standard
- Types of Accounts
- Basics of Tally PRIME
- Creation / Setting up of Company in Tally PRIME
- Creating Accounting Masters in Tally PRIME
- Setting up Accounts Heads
- Group & Ledger Creation
- Voucher Entry
- Debit & Credit Note
- Creating Inventory Masters in Tally PRIME
- Stock Groups Godowns / Locations
- Unit of Measure Stock Items
- Advance Accounting in Tally PRIME
- Bill Wise Details
- Cost Centres and Cost Categories
- Invoice Entry using voucher categories
- Payment vouchers using voucher classes
- Stock Journal using vouchers classes
- Adjusting Forex Gain / Loss
- Bank Reconciliation
- Interest Calculation
- Creating a Group Budget
- Order Processing in Tally PRIME
- Sale / Purchase order processing
- Display Columnar orders & Stock Details
- Reorder Levels
- Tracking Numbers
- Bill of Materials
- Price Levels & Price Lists
- Stock Valuation
- Zero valued Entries

## Module: 2. Computerized Accounting Software

- Tally Prime
- Tally ERP 9

## Module: 3. GST Filing with Tally PRIME

- What is Goods & Service Tax Act 2017
- Types of Taxes under GST
- How will GST work in Tally ERP Prime ?
- Introduction to GST Invoice
- Invoice format under GST Regime
- Introduction to Credit Note in GST
- Credit Note in GSTRIB & GSTR1
- Bill of Supply in GST
- E-way bill in GST
- Introduction to GSTR1

- Introduction to GSTR3B
- Introduction to GSTR2A
- Matching of GSTR2A with GSTR3B
- GSTR3B Correction
- GSTR1 Reconciliation
- File GSTR3B from Tally Prime
- File GSTR1 using Tally Prime
- Generate E-Way Bills using Tally Prime
- How to Pass Accounting Entries under GST
- Point of Sale (POS)

**Module: 4. Goods & Services Tax (GST) – Return Filing on Portal**

- Introduction of Goods & Services Tax (GST)
- Structure of GST
- Invoicing in GST
- Input Tax Credit & Payment in GST
- GST Return Filing
- Composition Scheme Under GST
- Reverse Charge Mechanism (RCM)
- E-Way Bill under GST
- Registration under GST

**Module: 5. TDS Filing with Tally PRIME**

- TDS Process
- TDS Features in Tally PRIME
- Enabling TDS in Tally PRIME
- Recording Basic TDS Transactions
- Transactions Involving TDS
- Payments of TDS
- Generating TDS Challan
- Recording Advanced TDS Transactions
- Transactions involving TDS
- Adjustments in TDS
- TDS on Expenses with Inventory
- TDS on Fixed Assets
- TDS on Sales Commission
- Reversal of Excess TDS Deducted
- TDS Reports
- Computation
- Challan Reconciliation
- TDS Return
- Out Standing (TDS Payable)
- TDS Not Deducted

**Module: 6 Income Tax - Introduction to Income Tax**

- Configuring Income Tax
- Income Tax Master Configuration
- Employees Income Tax Declarations
- Override Income Tax
- Tax Configuration
- Pay Head creation for Income Tax Deduction

- Processing Salary with Income Tax Deduction
- Income Tax Reports
- Income Tax Returns

**Module: 7. Payroll & Income Tax with Tally Prime)  
Payroll with Tally ERP9**

- Payroll Accounting & Compliance
- Configuring Payroll in Tally **Prime**
- Processing Payroll in Tally **Prime**
- Accounting for Employees PF Contribution
- Processing Employer PF Contribution
- Payment of PF
- Accounting for Employer ESI Contributions
- Processing Employer ESI Contribution
- Payment of ESI
- Payment of Professional Tax
- Generating Payroll Reports
- Pay Sheet
- Payroll Statement
- Payroll Register
- Employee Pay head Break up
- Shortcut keys

**Module: 8. Personality Development & Interview practice sessions**

- Communication Skills
- Mock Interviews

## OUR ALUMNI WORKED AT

