



# VIPA

**Visionary Institute of Professional Accountants**

## About The Course

Diploma in taxation is a Our Short Term Diploma course that covers a variety of

Program: Diploma in Taxation  
Duration: 4 Months (Regular Classes – Mon to Fri)  
Program Fee: Rs. 35,000/-

technical and practical areas with relevance to direct and indirect taxes, financial accounting, income tax and more such related matters. The courses are industry- preferred and highly recommended for working professionals seeking better career growth.

**If you are a working professional and an expert in the Accounting and Finance domain, then VIPA is the course designed for your career growth. It covers topics from advanced accounting and inventory to taxation including payroll and income tax.**

The various concepts explained through **illustrations, self-learning videos and real-life industry-based scenarios** help establish a strong foundation for your Taxation and Financial career. The course will help you understand how to perform **Taxation - GST, TDS, TCS, Income Tax and Payroll** to name a few. The practical applications will be done on the new Tally Prime software to keep you at par with the new releases.

This is an ideal taxation course that helps students to learn how to file online ITR -TDS return - GST Return, with the guidance of VIPA experienced tax consultants (10+ years of experience). Students will get in-depth knowledge of the Indian taxation system, computation of taxation in companies, Invoicing, online registration for PAN, and Interest & Penalty.

Develop the necessary skills in taxation & finance with Diploma in taxation for getting good Job Placement

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

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

# Diploma in Taxation – Highlights

- Professional Taxation Course
- In-depth Taxation, Income tax, TDS, GST filling concepts.
- Preparation of Income Tax Return
- TDS Tax Deducted at Source
- Preparation of Goods and Service Tax
- Online payment of Taxes
- Curriculum based on 80% practical trainings & 20% theoretical
- Training by industry tax practitioner.
- Faculties over 10+ years of experience
- Unlimited Practical hours
- Consolidated learning with regular home assignments.
- Good infrastructure and supportive management.
- Individual attention to each student.
- Lifetime support from faculties
- Availability of weekend batches for working professionals

## COURSE CURRICULUM

### Module: 1. Computerized Accounting Software

- Tally Prime
- Tally ERP 9

### Module: 2. 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: 3. 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: 4. 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: 5. 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: 6. Payroll & Income Tax with Tally Prime)

- 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

## OUR ALUMNI WORKED AT

