

# DIPLOMA IN GOODS & SERVICES TAX PRACTICE

## SYLLABUS

DEPARTMENT: DEPARTMENT OF COMMERCE

NAME OF COURSE: DIPLOMA IN GOODS & SERVICES TAX PRACTICE

COURSE CODE: CPCC06

TOTAL HOURS: 120

### UNIT-I PRACTICAL ACCOUNTING

- (i) Day book preparation, ledger posting, preparation of trial balance.
- ii) Schedule for purchases, sales, debtors, creditors and other accounts.
- iii) Valuation of Closing stock, preparation of Trading account, profit & loss account and balance sheet.
- iv) Necessary statements to be produced before the tax authorities and management.

### UNIT- II CASH BOOK

- i) Ledger system, preparation of cash book, purchase day book, sales day book returns books.
- ii) Bills receivables & payables book, Journal.
- iii) Preparation of Debtors ledger, creditors ledger, purchase register, sales register cheque receivable & payable register.
- iv) Trial balance, computation of stock, depreciation, bad debt, discounts. Preparation of final accounts.

### UNIT -III

- i) Preparation of Bank Reconciliation Statement.
- ii) Different types of accounting errors.
- iii) Rectification entries for correction of errors.
- iv) Preparation of project report for obtaining Over Drafts from banks

### UNIT -IV

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- i) KGST Act 1963 & Rules.
- ii) GST with section wise analysis.
- iii) Income Tax Act and Rules.
- iv) ESI, PF, TDS