

TAX CONSULTANT COURSE

9 MODULE COMBO COURSE



LIFE TIME VALIDITY

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PRACTICAL TRAINING

100% Practical
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Training



CERTIFICATE INCLUDED

Course Completion
Certificate



PRACTICE LIKE A REAL TAX PROFESSIONAL

- ✓ Real GST Portal Practice
- ✓ Real Income Tax Portal Practice
- ✓ TDS & TCS Return Filing Practice
- ✓ GST Return Filing Practice
- ✓ Challan & E-Way Bill Practice

COMPLETE TAXATION KNOWLEDGE IN ONE COURSE

9 MODULES COVERED



**BASIC
ACCOUNTING
(FOR BEGINNERS)**



**TALLY PRIME
(BASIC TO ADVANCE)**



**ADVANCE
ACCOUNTING**



**GST WITH
RETURN FILING**



**INCOME TAX WITH
RETURN FILING**



**TDS & TCS WITH
RETURN FILING**



**PAYROLL
MANAGEMENT
IN TALLY PRIME**



**CMA DATA &
PROJECT REPORT**



**EXCEL, WORD &
POWERPOINT**



BASIC TO ADVANCE LEVEL
Step by Step Learning



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100% Practical Knowledge



PERFECT FOR
CA, CMA, CS, B.Com,
M.Com & Tax Professionals



FLEXIBLE LEARNING
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**BECOME A SKILLED TAX CONSULTANT
& GROW YOUR CAREER TO THE NEXT LEVEL**



LEARN • PRACTICE • GROW
BUILD YOUR SUCCESS WITH KSR ACADEMY

MODULE-1

BASIC ACCOUNTING

(FOR FRESHER)



1. INTRODUCTION OF ACCOUNTING

- Meaning of Accounting
- Objectives of Accounting
- Importance of Accounting
- Limitations of Accounting
- Users of Accounting Information

2. TYPES OF BUSINESS ORGANISATION

- Sole Proprietorship
- Partnership Firm
- Joint Hindu Family Business
- Cooperative Society
- Company

3. BASIC ACCOUNTING TERMS

- Assets
- Liabilities
- Capital
- Revenue
- Expenses
- Profit and Loss

4. ACCOUNTING PRINCIPLES

- Business Entity Concept
- Money Measurement Concept
- Going Concern Concept
- Accrual Concept
- Dual Aspect Concept
- Consistency Concept
- Prudence Concept

5. ACCOUNTING EQUATION

- Basic Accounting Equation

$$\text{Assets} = \text{Liabilities} + \text{Capital}$$

- Expanded Form of Accounting Equation

$$\text{Assets} = \text{Liabilities} + \text{Capital} + \text{Revenue} - \text{Expenses}$$

- Rules of Debit and Credit

6. RULES OF DEBIT AND CREDIT

- Real Accounts
(Personal, Real, Nominal)
- Golden Rules of Accounting
- Modern Approach

7. JOURNAL

- Meaning of Journal
- Types of Journal
 - General Journal
 - Special Journal
- Format of Journal
- Journal Entries with Examples

8. LEDGER

- Meaning of Ledger
- Format of Ledger
- Posting from Journal to Ledger
- Balancing of Ledger Accounts

9. TRIAL BALANCE

- Meaning of Trial Balance
- Objectives of Trial Balance
- Format of Trial Balance
- Preparation of Trial Balance

10. SUMMARY

- Flow of Accounting Process
Transaction → Journal → Ledger → Trial Balance
- Importance of Basic Accounting
- Practical Examples
- Chapter Summary

NOTE :

This module is designed for absolute beginners. After completing this module, you will be able to understand the fundamentals of accounting.

MODULE-2

TALLY PRIME WITH GST (BASIC TO ADVANCE)



1. CHAPTER-1 : INTRODUCTION TO TALLY PRIME

- Installation & Activation
- Company Creation
- Company Features
- Company Alteration
- Data Migration
- Backup & Restore

2. CHAPTER-2 : COMPANY MANAGEMENT

- Company Split
- Company Merge
- Security Control
- User Management
- Data Verification
- Company Configuration

3. CHAPTER-3 : ACCOUNTING MASTERS

- Group Creation
- Ledger Creation
- Voucher Types
- Bill-wise Details
- Interest Calculation
- Multi-Currency Setup

4. CHAPTER-4 : INVENTORY MASTERS

- Stock Group
- Stock Category
- Stock Item
- Units of Measurement
- Godown
- Batch & Expiry Management

5. CHAPTER-5 : INVENTORY CONTROL

- Barcode Management
- Price List
- Price Levels
- Reorder Levels
- Stock Ageing
- Stock Valuation Methods

6. CHAPTER-6 : ACCOUNTING VOUCHERS

- Contra Voucher
- Payment Voucher
- Receipt Voucher
- Journal Voucher
- Purchase Voucher
- Sales Voucher

7. CHAPTER-7 : INVENTORY VOUCHERS

- Purchase Order
- Sales Order
- Receipt Note
- Delivery Note
- Rejections In & Out
- Stock Journal
- Physical Stock

8. CHAPTER-8 : COST CENTRE & BUDGETS

- Cost Centre Creation
- Cost Category Creation
- Budgets
- Budget Controls
- Scenario Management
- Job Costing

9. CHAPTER-9 : BANKING FEATURES

- Bank Reconciliation (BRS)
- Cheque Printing
- Payment Advice
- Deposit Slip
- Post-Dated Cheques
- Banking Reports

10. CHAPTER-10 : GST CONFIGURATION

- Enable GST in Tally Prime
- GST Registration
- GST Ledger Creation
- HSN/SAC Code Configuration
- GST Rate Setup
- GST Classification of Items

NOTE :

After completing this section, students will be able to create companies, masters, vouchers, configure GST, manage inventory, banking and budgets confidently in Tally Prime.

TALLY PRIME WITH GST

(BASIC TO ADVANCE)

**11. CHAPTER-11 : GST PRACTICAL ENTRIES**

- Local Purchase
- Interstate Purchase
- Local Sales
- Interstate Sales
- Purchase Return
- Sales Return
- Advance Receipt & Payment

12. CHAPTER-12 : ADVANCE GST

- Reverse Charge (RCM)
- Advance Receipt
- Advance Payment
- Debit Note
- Credit Note
- GST Adjustments & Setoff
- ITC Management

13. CHAPTER-13 : E-INVOICE & E-WAY BILL

- E-Invoice Configuration
- E-Invoice Generation
- IRN & QR Code
- E-Way Bill Configuration
- E-Way Bill Generation
- Transport & Vehicle Details

14. CHAPTER-14 : TDS & TCS IN TALLY

- Enable TDS
- Enable TCS
- Nature of Payment
- Nature of Goods
- TDS Entries
- TCS Entries
- TDS/TCS Challan Entries
- TDS/TCS Reports

15. CHAPTER-15 : PAYROLL MANAGEMENT

- Payroll Features
- Employee Creation
- Attendance Management
- Salary Structure
- Payroll Voucher
- Payslip Generation
- Payroll Reports
- Statutory Deductions

16. CHAPTER-16 : MANUFACTURING FEATURES

- Manufacturing Journal
- Bill of Material (BOM)
- Production Entries
- Consumption Entries
- Job Work In & Out
- Costing in Manufacturing
- Manufacturing Reports

17. CHAPTER-17 : REPORTS & MIS

- | | |
|------------------|-------------------------|
| • Day Book | • Trial Balance |
| • Cash Book | • Profit & Loss Account |
| • Bank Book | • Balance Sheet |
| • Ledger Reports | • Ratio Analysis |
| • Stock Summary | • MIS Reports |

18. CHAPTER-18 : DATA MANAGEMENT

- | | |
|---------------------------------|------------------------|
| • Import Data | • Split Financial Year |
| • Export Data (Excel, PDF, XML) | • Data Synchronization |
| • E-mail Reports | • Remote Access |
| • Print Configuration | • Rewrite Company Data |
| • Backup & Restore | |

19. CHAPTER-19 : AUDIT & FINALIZATION

- | | |
|------------------------------|------------------------|
| • Audit Features | • Monthly Closing |
| • Exception Reports | • Year-End Closing |
| • Verification of Books | • Financial Statements |
| • Reconciliation Reports | • Compliance Checklist |
| • Final Accounts Preparation | |

20. CHAPTER-20 : PRACTICAL OFFICE WORK

- | | |
|-------------------------------|----------------------------|
| • Complete Company Accounting | • Real Office Case Studies |
| • Purchase to Payment Cycle | • Live Office Projects |
| • Sales to Receipt Cycle | • Interview Practical Q&A |
| • GST Return Working | • Office File Management |
| • Balance Sheet Finalization | • Client Data Handling |

NOTE :

After completing this section, students will be able to configure GST, manage advanced transactions, generate E-Invoices & E-Way Bills, handle payroll, TDS/TCS, manufacturing, reports, audit and perform complete practical office work confidently in Tally Prime.

MODULE-3

BALANCE SHEET FINALIZATION

(SOLE PROPRIETORSHIP • PARTNERSHIP • COMPANY)



1. INTRODUCTION TO FINALIZATION

- Meaning of Final Accounts
- Accounting Cycle
- Financial Statements
- Adjustments in Accounts
- Year-End Closing Process

2. PREPARATION BEFORE FINALIZATION

- Ledger Scrutiny
- Trial Balance Checking
- Rectification of Errors
- Bank Reconciliation (BRS)
- Outstanding & Advance Entries
- Verification of Closing Balance

3. ADJUSTMENT ENTRIES

- Outstanding Expenses
- Prepaid Expenses
- Accrued Income
- Unearned Income
- Depreciation Entry
- Bad Debts & Provision
- Interest on Capital
- Interest on Drawings

4. SOLE PROPRIETORSHIP

- Trading Account
- Profit & Loss Account
- Balance Sheet Preparation
- Capital Account
- Drawings Adjustment
- Closing Entries

5. PARTNERSHIP FIRM

- Partners Capital Account
- Current Account
- Profit Sharing Ratio
- Interest on Capital
- Interest on Drawings
- Salary & Commission to Partner
- Balance Sheet Finalization

6. COMPANY FINALIZATION

- Share Capital
- Reserves & Surplus
- Loans & Borrowings
- Fixed Assets Schedule
- Current Assets & Liabilities
- Schedule III Presentation
- Notes to Accounts

7. TALLY PRIME FINALIZATION

- Books Verification
- Ledger Scrutiny
- Trial Balance
- Profit & Loss Account
- Balance Sheet
- Ratio Analysis
- Export Financial Reports

8. TAX ADJUSTMENTS

- Depreciation as per Income Tax
- TDS Receivable & Payable
- GST Receivable & Payable
- Advance Tax
- Outstanding Statutory Dues
- Provision Entries

9. FINANCIAL REPORTS

- Trial Balance
- Trading Account
- Profit & Loss Account
- Balance Sheet
- Cash Flow Overview
- Financial Ratios
- MIS Reports

10. PRACTICAL OFFICE WORK

- Sole Proprietorship Finalization
- Partnership Firm Finalization
- Company Finalization
- Real Office Case Studies
- Audit File Preparation
- Financial Statement Printing
- Excel Working Papers

NOTE :

After completing this module, students will be able to finalize the books of Sole Proprietorship, Partnership Firms, and Companies, pass adjustment entries, prepare financial statements, and complete year-end finalization confidently using Tally Prime.

MODULE-4

GST WITH RETURN FILING (BASIC TO ADVANCE)



1. CHAPTER-1 : GST IN INDIA – AN INTRODUCTION

- Meaning of GST
- History of GST in India
- Objectives of GST
- Features of GST
- Benefits of GST
- Types of GST (CGST, SGST, IGST & UTGST)
- Dual GST Model
- GST Council
- Taxes Subsumed under GST
- Taxes not Covered under GST

2. CHAPTER-2 : GST REGISTRATION

- Who is Liable for Registration
- Compulsory Registration
- Voluntary Registration
- Documents Required for Registration
- Procedure of GST Registration
- GSTIN & its Structure
- Cancellation of Registration
- Amendment in Registration
- Practical Examples

3. CHAPTER-3 : SUPPLY UNDER GST

- Meaning of Supply
- Types of Supply
- Composite Supply
- Mixed Supply
- Supply of Goods
- Supply of Services
- Schedules under GST
- Place of Supply (Basic Concept)
- Practical Examples

4. CHAPTER-4 : TIME OF SUPPLY

- Meaning of Time of Supply
- Time of Supply of Goods
- Time of Supply of Services
- Continuous Supply
- Change in Tax Rate
- Advance Receipt
- Interest, Late Fee & Penalty
- Practical Examples

5. CHAPTER-5 : VALUE OF SUPPLY

- Meaning of Value of Supply
- Transaction Value
- Inclusions in Value
- Exclusions from Value
- Discounts under GST
- Subsidy Treatment
- Pure Agent Concept
- Valuation Rules
- Related Party Transactions
- Practical Case Studies

6. CHAPTER-6 : INPUT TAX CREDIT (ITC)

- Meaning of ITC
- Conditions for Availing ITC
- Documents Required
- Blocked Credits (Section 17(5))
- ITC on Goods
- ITC on Services
- ITC on Capital Goods
- ITC on Inputs & Input Services
- Reversal of ITC
- Practical Examples

7. CHAPTER-7 : GST RETURNS

- Overview of GST Returns
- GSTR-1 (Details of Outward Supplies)
- GSTR-3B (Summary Return)
- GSTR-2B (Auto Drafted ITC Statement)
- GSTR-9 (Annual Return)
- GSTR-9C (Reconciliation Statement)
- Due Dates & Late Fees
- Practical Return Filing

8. CHAPTER-8 : PAYMENT OF TAX

- Payment of GST (Cash & ITC)
- GST Challan Generation (PMT-06)
- Electronic Cash Ledger
- Electronic Credit Ledger
- Refund of GST (Basic Concept)
- Practical Examples

NOTE :

After completing this module, students will be able to understand GST law from basic to advance level, including all important concepts, provisions, and practical examples for professional application.

MODULE-4

GST WITH RETURN FILING (BASIC TO ADVANCE)



8. CHAPTER-8 : INPUT TAX CREDIT (ITC)

- Meaning of Input Tax Credit
- Eligibility for ITC
- Conditions for Availing ITC
- Blocked Credit (Section 17(5))
- Apportionment of ITC
- Reversal of ITC
- ITC on Capital Goods
- ITC Reconciliation with GSTR-2B
- ITC on Import of Goods & Services
- Practical Case Studies

9. CHAPTER-9 : REGISTRATION

- Persons Liable for Registration
- Threshold Limit
- Compulsory Registration
- Voluntary Registration
- Documents Required
- GST Registration Process
- Amendment of Registration
- Cancellation of Registration
- Revocation of Cancellation
- Practical Registration on GST Portal

10. CHAPTER-10 : TAX INVOICE, CREDIT & DEBIT NOTES

- Tax Invoice
- Bill of Supply
- Revised Tax Invoice
- Receipt Voucher
- Refund Voucher
- Payment Voucher
- Credit Note
- Debit Note
- Revised Documents
- Practical Invoice Preparation

11. CHAPTER-11 : ACCOUNTS AND RECORDS

- Books of Accounts
- Records to be Maintained
- Electronic Records
- Retention of Records
- Stock Register
- Purchase Register
- Sales Register
- Input Tax Credit Register
- Output Tax Liability Register
- Practical Maintenance of Records

12. CHAPTER-12 : E-WAY BILL

- Meaning of E-Way Bill
- Applicability
- Generation of E-Way Bill
- Validity Period
- Documents Required
- Cancellation of E-Way Bill
- Consolidated E-Way Bill
- Practical Generation on Portal
- Common Errors
- Practical Case Studies

13. CHAPTER-13 : PAYMENT OF TAX

- Electronic Cash Ledger
- Electronic Credit Ledger
- Electronic Liability Register
- GST Challan (PMT-06)
- Modes of Payment
- Interest & Late Fee
- Adjustment of Tax
- Refund of Excess Tax
- Practical GST Payment
- Pcallan Generation

14. CHAPTER-14 : TAX DEDUCTION AT SOURCE (TDS) & TAX COLLECTION AT SOURCE (TCS)

- Introduction to GST TDS
- Persons Liable to Deduct TDS
- Rate of TDS
- Time of Deduction
- Deposit of TDS
- TDS Return
- GST TCS Overview
- E-Commerce Operator (ECO)
- TCS Return Filing
- Practical Examples

15. CHAPTER-15 : RETURNS

- GSTR-1
- GSTR-3B
- GSTR-9
- GSTR-9C (Overview)
- GSTR-2B Reconciliation
- QRMP Scheme
- Nil Return
- Return Filing on GST Portal
- Late Fee & Penalty
- Practical Return Filing

NOTE :

After completing this module, students will be able to avail Input Tax Credit (ITC), complete GST Registration, prepare Tax Invoices, maintain GST Records, generate E-Way Bills, make GST Payments, comply with GST TDS/TCS provisions, and file GST Returns confidently through the GST Portal.

MODULE-4

GST WITH RETURN FILING (BASIC TO ADVANCE)



16. CHAPTER-16 : REFUND

- Meaning of Refund
- Types of Refund
- Eligibility for Refund
- Refund of Excess Tax
- Refund on Exports
- Refund of Unutilized ITC
- Documents Required
- Refund Application Process
- Time Limit for Refund
- Practical Refund Filing

17. CHAPTER-17 : JOB WORK

- Meaning of Job Work
- Principal & Job Worker
- Goods Sent for Job Work
- Time Limits
- Input Tax Credit on Job Work
- Waste & Scrap
- Job Work Challan
- Return of Goods
- Records to be Maintained
- Practical Examples

18. CHAPTER-18 : ASSESSMENT & AUDIT

- Types of Assessment
- Self Assessment
- Provisional Assessment
- Best Judgment Assessment
- Summary Assessment
- GST Audit
- Departmental Audit
- Special Audit
- Audit Procedure
- Practical Case Studies

19. CHAPTER-19 : ADVANCE RULING

- Meaning of Advance Ruling
- Objectives
- Authority for Advance Ruling (AAR)
- Appellate Authority (AAAR)
- Questions Covered
- Application Procedure
- Binding Nature
- Rectification of Advance Ruling
- Appeal Process
- Practical Examples

20. CHAPTER-20 : NOTICES & REPLIES

- Types of GST Notices
- Show Cause Notice (SCN)
- Demand Notice
- Scrutiny Notice
- Assessment Notice
- Reply to GST Notice
- Online Reply on GST Portal
- Hearing Procedure
- Appeals under GST
- Practical Case Studies

NOTE :

After completing this module, students will be able to file GST Refunds, manage Job Work transactions, understand GST Assessments & Audits, apply for Advance Rulings, and draft professional replies to GST Notices through the GST Portal.

MODULE-5

INCOME TAX WITH RETURN FILING (INCOME TAX ACT, 2025)



1. CHAPTER-1 : INTRODUCTION TO INCOME TAX

- Meaning of Income Tax
- History of Income Tax in India
- Objectives of Income Tax
- Features of Income Tax
- Basic Concepts
- Income Tax Act, 2025
- Assessment Year (AY)
- Previous Year (PY)
- Person under Income Tax
- Assessee
- Types of Assessee

2. CHAPTER-2 : RESIDENTIAL STATUS

- Meaning of Residential Status
- Resident
- Non-Resident (NR)
- Resident but Not Ordinarily Resident (RNOR)
- Residential Status of Individual
- Residential Status of HUF
- Residential Status of Company
- Practical Examples

3. CHAPTER-3 : HEADS OF INCOME

- Introduction to Heads of Income
- Income from Salary
- Income from House Property
- Profits & Gains from Business or Profession
- Capital Gains
- Income from Other Sources
- Classification of Income

4. CHAPTER-4 : INCOME FROM SALARY

- Basic Salary
- Allowances
- Perquisites
- Retirement Benefits
- Provident Fund (PF)
- Gratuity
- Leave Encashment
- Pension
- Standard Deduction
- Taxable Salary

5. CHAPTER-5 : INCOME FROM HOUSE PROPERTY

- Self-Occupied Property
- Let-Out Property
- Annual Value
- Municipal Taxes
- Interest on Housing Loan
- Standard Deduction
- Income Computation

6. CHAPTER-6 : PROFITS & GAINS OF BUSINESS OR PROFESSION (PGBP)

- Business Income
- Professional Income
- Allowable Expenses
- Disallowable Expenses
- Depreciation
- Bad Debts
- Business Loss
- Practical Computation

7. CHAPTER-7 : CAPITAL GAINS

- Capital Asset
- Transfer of Capital Asset
- Short-Term Capital Gain (STCG)
- Long-Term Capital Gain (LTCG)
- Cost of Acquisition
- Cost Inflation Index (CII)
- Exemptions
- Practical Computation

NOTE :

After completing this section, students will be able to understand the fundamentals of the Income Tax Act, 2025, determine residential status, classify income under different heads, and compute Salary, House Property, Business Income, and Capital Gains with practical examples.

MODULE-5

INCOME TAX WITH RETURN FILING (INCOME TAX ACT, 2025)



8. CHAPTER-8 : INCOME FROM OTHER SOURCES

- Dividend Income
- Interest Income
- Family Pension
- Gifts
- Lottery & Crossword Winnings
- Horse Race Income
- Casual Income
- Taxability of Other Sources
- Practical Computation

9. CHAPTER-9 : CLUBBING OF INCOME

- Meaning of Clubbing of Income
- Transfer of Income
- Income of Spouse
- Income of Minor Child
- Son's Wife Income
- Revocable Transfer
- Practical Examples
- Case Studies

10. CHAPTER-10 : SET-OFF & CARRY FORWARD OF LOSSES

- Intra Head Adjustment
- Inter Head Adjustment
- House Property Loss
- Business Loss
- Speculation Loss
- Capital Loss
- Carry Forward of Losses
- Practical Computation

11. CHAPTER-11 : DEDUCTIONS UNDER CHAPTER VI-A (INCOME TAX ACT, 2025)

- Deduction for Eligible Investments
- Deduction for Pension Contribution
- Deduction for Medical Insurance Premium
- Deduction for Disabled Dependent
- Deduction for Education Loan Interest
- Deduction for Donations
- Deduction for Savings Bank Interest
- Deduction for Senior Citizen Interest
- Other Eligible Deductions

12. CHAPTER-12 : REBATE, SURCHARGE & CESS

- Rebate under Applicable Provisions
- Health & Education Cess
- Surcharge
- Marginal Relief
- Practical Tax Calculation
- Illustrations

13. CHAPTER-13 : TAX REGIMES

- Old Tax Regime
- New Tax Regime
- Comparison of Regimes
- Option to Choose Regime
- Form 10-IEA
- Practical Examples
- Tax Planning

14. CHAPTER-14 : TAX LIABILITY & ADVANCE TAX

- Tax Liability Calculation
- Advance Tax
- Due Dates
- Self-Assessment Tax
- Interest under Applicable Provisions
- Challan Payment
- Practical Computation
- Tax Payment Process

NOTE :

After completing this section, students will be able to compute Income from Other Sources, apply clubbing provisions, set off and carry forward losses, claim deductions under Chapter VI-A (as per Income Tax Act, 2025), understand rebate, surcharge & cess, compare tax regimes, and calculate tax liability and advance tax with practical examples.

MODULE-5

INCOME TAX WITH RETURN FILING (INCOME TAX ACT, 2025)



15. CHAPTER-15 : SELF-ASSESSMENT TAX

- Meaning of Self-Assessment Tax
- Applicability
- Tax Challan (ITNS-280)
- Online Tax Payment
- Interest Calculation
- Tax Payment Process
- Challan Verification
- Practical Examples

16. CHAPTER-16 : PAN SERVICES

- PAN Application
- PAN Correction
- PAN Verification
- PAN Services on Income Tax Portal
- PAN & Aadhaar Linking
- e-PAN Download
- Practical Process
- Common Errors

17. CHAPTER-17 : RETURN FILING BASICS

- Mandatory Return Filing
- Types of ITR Forms
- Due Dates for Filing ITR
- Defective Return
- Belated Return
- Revised Return
- Updated Return (ITR-U)
- E-Verification
- Practical Examples

18. CHAPTER-18 : ITR-1 (SAHAJ)

- Eligibility
- Income Covered
- Required Documents
- Deductions Available
- Tax Computation
- Practical Return Filing (Step-by-Step)
- E-Verification
- Practical Examples

19. CHAPTER-19 : ITR-2

- Eligibility
- Income Covered
- Capital Gains Reporting
- Foreign Assets & Income
- Exempt Income
- Schedule Filling
- Practical Return Filing (Step-by-Step)
- E-Verification
- Practical Examples

20. CHAPTER-20 : ITR-3

- Eligibility
- Business & Professional Income
- Balance Sheet
- Profit & Loss Account
- Depreciation Schedule
- Other Schedules
- Practical Return Filing (Step-by-Step)
- E-Verification
- Practical Examples

21. CHAPTER-21 : ITR-4 (SUGAM)

- Eligibility
- Presumptive Taxation u/s 44AD, 44ADA
- Business Income (Presumptive)
- Professional Income (Presumptive)
- Income & Expense Details
- Practical Return Filing (Step-by-Step)
- E-Verification
- Practical Examples

22. CHAPTER-22 : ITR-5

- Eligibility
- Partnership Firm Return
- LLP Return
- AOP/BOI Return
- Schedule Filling
- Practical Return Filing (Step-by-Step)
- E-Verification
- Practical Examples

23. CHAPTER-23 : ITR-6

- Eligibility
- Company Return
- Schedule Filling
- MAT Computation (Overview)
- Additional Disclosures
- Practical Return Filing (Step-by-Step)
- E-Verification
- Practical Examples

NOTE :

After completing this section, students will be able to calculate Self-Assessment Tax, manage PAN services, understand return filing procedures, and practically file ITR-1, ITR-2, ITR-3, ITR-4, ITR-5 and ITR-6 under the Income Tax Act, 2025 with confidence.

MODULE-5

INCOME TAX WITH RETURN FILING (INCOME TAX ACT, 2025)



24. CHAPTER-24 : INCOME TAX PORTAL

- Overview of Income Tax Portal
- New User Registration
- Login & Dashboard Overview
- Profile Settings
- Link Aadhaar, PAN & Bank Account
- e-Pay Tax, Challan Status
- e-File → Income Tax Return
- e-Proceedings
- Response to Notices
- Track Refund Status
- Download Forms & Utilities
- Practical Demonstration

25. CHAPTER-25 : FORM 168, AIS & TIS

- Form 168 – Meaning & Importance
- How to Download Form 168
- Understanding Credits in Form 168
- Annual Information Statement (AIS)
- How to Access AIS
- Information Available in AIS
- Taxpayer Information Summary (TIS)
- AIS vs TIS vs Form 168
- Reconciliation of Data
- Practical Example

26. CHAPTER-26 : FORM 168 (TAX CREDIT STATEMENT)

- What is Form 168
- Sections Covered
- Details Available in Form 168
- How to Download Form 168
- Verification of TDS/TCS Credit
- Mismatch & Resolution
- Reconciliation with AIS
- Practical Example

27. CHAPTER-27 : REFUND

- Meaning of Refund
- Conditions for Refund
- Types of Refund
- How Refund is Calculated
- Track Refund Status
- Bank Account Validation
- Pre-Validated Bank Account
- Refund Reissue Request
- Refund Adjustment
- Practical Examples

28. CHAPTER-28 : APPEALS & RECTIFICATION

A. Rectification

- Meaning of Rectification
- Grounds for Rectification
- Application u/s Rectification Provisions
- Time Limit
- Practical Example

B. Appeal

- First Appeal (Appeal to CIT(A))
- Second Appeal (ITAT)
- Further Appeal to High Court & Supreme Court
- Procedure & Time Limit
- Practical Example

29. CHAPTER-29 : PRACTICAL OFFICE WORK

- Salary Income – Complete Return
- House Property Income Return
- Business/Profession Return
- Capital Gain Return
- Presumptive Income Return
- Partnership Firm Return (ITR-5)
- Company Return (ITR-6)
- Real Office Case Studies
- Working Papers & Checklists
- Practical Scenarios & Solutions

30. CHAPTER-30 : COMPLETE RETURN FILING

- | | | |
|---------------------------|--------------------------|----------------------------|
| • Client Data Analysis | • Schedule-wise Filing | • Acknowledgement Download |
| • Income Computation | • Document Upload | • Return Status Tracking |
| • Tax Computation | • Tax Payment (If Any) | • Rectification of Defects |
| • ITR Selection | • Self-Verification | • Revised Return |
| • Data Entry in ITR Forms | • e-Verification Methods | • Updated Return (ITR-U) |
| | | • Practical Exercises |

NOTE :

After completing this module, students will be able to file all types of Income Tax Returns (ITR-1 to ITR-6), handle portal functions, respond to notices, track refunds, and perform complete office-level Income Tax work under the **Income Tax Act, 2025** confidently.

MODULE-6

TDS & TCS WITH RETURN FILING

(AS PER INCOME TAX ACT, 2025)



1. CHAPTER-1 : INTRODUCTION TO TDS & TCS

- Meaning of TDS & TCS
- Objectives
- Applicability
- Difference between TDS & TCS
- Person Responsible
- TAN Overview
- Basic Concepts

2. CHAPTER-2 : TAX DEDUCTION AT SOURCE (TDS)

- Section 392 – TDS on Salary
- Section 393 – TDS on Other than Salary
- Nature of Payments
- Threshold Limits
- TDS Rates
- Time of Deduction
- Time of Deposit
- Practical Examples

3. CHAPTER-3 : TAX COLLECTION AT SOURCE (TCS)

- Section 394 – Tax Collection at Source
- Nature of Goods
- Threshold Limits
- TCS Rates
- Time of Collection
- Time of Deposit
- Practical Examples

4. CHAPTER-4 : TAN REGISTRATION

- TAN Registration
- TAN Profile Update
- Login Process
- PAN-TAN Linking
- Deductor Details
- Practical Registration

5. CHAPTER-5 : TDS & TCS CHALLAN

- Challan No. **281**
- Challan Generation
- Online Tax Payment
- Challan Correction
- CIN Verification
- OLTAS Verification
- Practical Challan Payment

6. CHAPTER-6 : TDS & TCS RETURN FILING

- Salary Return – **Form 138**
- Other than Salary Return – **Form 140**
- TCS Return – **Form 143**
- Return Preparation
- Return Upload
- Correction Return
- Return Status
- Practical Return Filing

7. CHAPTER-7 : TDS & TCS CERTIFICATES

- **Form 130** (Salary TDS Certificate)
- **Form 131** (Other than Salary TDS Certificate)
- **Form 168** (Tax Credit Statement)
- Certificate Download
- AIS & TIS Reconciliation
- Tax Credit Verification

8. CHAPTER-8 : TALLY PRIME & PRACTICAL OFFICE WORK

- Enable TDS & TCS
- Nature of Payment
- Nature of Goods
- Ledger Creation
- Voucher Entries
- Challan Payment Entry
- Return Reports
- Complete Practical Return Filing
- Real Office Case Studies

NOTE :

After completing this module, students will be able to deduct and collect TDS/TCS, register TAN, prepare Challan No. 281, file Forms 138, 140 & 143, download Forms 130, 131 & 168, maintain TDS/TCS in Tally Prime, and perform complete practical office work as per the Income Tax Act, 2025.

MODULE-7

PAYROLL MANAGEMENT IN TALLY PRIME (BASIC TO ADVANCE)



1. CHAPTER-1 : INTRODUCTION TO PAYROLL

- Meaning of Payroll
- Payroll Process
- Employee Lifecycle
- Salary Structure
- Components of Salary
- CTC & Gross Salary
- Payroll Concepts

2. CHAPTER-2 : EMPLOYEE MASTERS

- Employee Creation
- Employee Groups
- Employee Categories
- Attendance Types
- Units (Days & Hours)
- Designation Creation
- Department Creation

3. CHAPTER-3 : PAYROLL MASTERS

- Pay Heads Creation
- Earnings Pay Heads
- Deduction Pay Heads
- Loans & Advances
- Employee Attendance
- Salary Details
- Payroll Voucher Setup

4. CHAPTER-4 : SALARY PROCESSING

- Salary Calculation
- Attendance Entry
- Overtime Calculation
- Bonus Processing
- Incentive Processing
- Advance Salary
- Salary Payment Entry

5. CHAPTER-5 : STATUTORY COMPLIANCE

- EPF Overview
- ESI Overview
- Professional Tax (PT)
- Labour Welfare Fund (LWF)
- TDS on Salary (Overview)
- Payroll Compliance

6. CHAPTER-6 : PAYROLL REPORTS

- Payslip Generation
- Payroll Register
- Attendance Register
- Employee Ledger
- Salary Sheet
- Pay Head Reports
- Payroll Statements

7. CHAPTER-7 : TALLY PRIME PAYROLL

- Enable Payroll
- Payroll Configuration
- Employee Attendance Entry
- Payroll Voucher Entry
- Salary Payment Entry
- Payroll Reports
- Data Backup & Restore

8. CHAPTER-8 : PRACTICAL OFFICE WORK

- Complete Payroll Setup
- Monthly Salary Processing
- Payslip Printing
- Payroll Reports
- Real Office Case Studies
- Practical Exercises
- Complete Payroll Management in Tally Prime

NOTE :

After completing this module, students will be able to create employee masters, configure payroll, process monthly salaries, generate payslips and payroll reports, manage statutory payroll compliance, and perform complete Payroll Management in Tally Prime confidently.

MODULE-8

CMA DATA & PROJECT REPORT (BASIC TO ADVANCE)



1. CHAPTER-1 : INTRODUCTION TO CMA

- Meaning of CMA Data
- Objectives of CMA
- Importance of CMA Report
- Types of Loans
- Working Capital Assessment
- Term Loan Overview
- Banking Concepts

2. CHAPTER-2 : FINANCIAL STATEMENTS

- Balance Sheet
- Profit & Loss Account
- Trading Account
- Cash Flow Statement
- Financial Data Collection
- Financial Analysis
- Practical Examples

3. CHAPTER-3 : RATIO ANALYSIS

- Current Ratio
- Quick Ratio
- Debt Equity Ratio
- Gross Profit Ratio
- Net Profit Ratio
- Stock Turnover Ratio
- Working Capital Ratio

4. CHAPTER-4 : CMA DATA PREPARATION

- Existing Financial Data
- Projected Financial Data
- Sales Projection
- Purchase Projection
- Expense Projection
- Working Capital Calculation
- CMA Report Preparation

5. CHAPTER-5 : PROJECT REPORT PREPARATION

- Business Profile
- Promoter Details
- Cost of Project
- Means of Finance
- Projected Profit & Loss
- Projected Balance Sheet
- Cash Flow Projection
- DSCR & BEP Calculation

6. CHAPTER-6 : BANK LOAN DOCUMENTATION

- CC Limit Proposal
- OD Limit Proposal
- Term Loan Proposal
- Loan Documentation
- Financial Documents
- CMA Submission Process
- Bank Compliance

7. CHAPTER-7 : EXCEL FOR CMA

- Financial Templates
- Excel Formulas
- Ratio Calculation
- Charts & Graphs
- Loan Working
- Report Formatting
- Data Validation

8. CHAPTER-8 : PRACTICAL OFFICE WORK

- Complete CMA Data Preparation
- Complete Project Report
- Bank Loan File Preparation
- Real Office Case Studies
- Practical Exercises
- Excel Working Files
- Client Documentation

NOTE :

After completing this module, students will be able to prepare CMA Data, Project Reports, Financial Projections, Ratio Analysis, Working Capital Assessment, Bank Loan Documentation, and complete practical office work confidently using Excel.

MODULE-9

EXCEL, WORD & POWERPOINT (BASIC TO ADVANCE)



1. CHAPTER-1 : MICROSOFT EXCEL BASICS

- Introduction to Excel
- Workbook & Worksheet
- Rows, Columns & Cells
- Data Entry & Formatting
- AutoFill & Flash Fill
- Page Layout & Printing
- Keyboard Shortcuts

2. CHAPTER-2 : EXCEL FORMULAS & FUNCTIONS

- Basic Formulas
- SUM, AVERAGE, MIN & MAX
- IF Function
- COUNT & COUNTA
- VLOOKUP & XLOOKUP
- INDEX & MATCH
- Text & Date Functions

3. CHAPTER-3 : DATA MANAGEMENT

- Sort & Filter
- Data Validation
- Conditional Formatting
- Remove Duplicates
- Freeze Panes
- Named Ranges
- Protect Sheet & Workbook

4. CHAPTER-4 : ADVANCE EXCEL

- Pivot Table
- Pivot Chart
- Charts & Graphs
- What-If Analysis
- Goal Seek
- Dashboard Basics
- MIS Reports

5. CHAPTER-5 : MICROSOFT WORD

- Document Creation
- Text Formatting
- Page Setup
- Header & Footer
- Tables & Images
- Mail Merge
- PDF Creation

6. CHAPTER-6 : MICROSOFT POWERPOINT

- Presentation Creation
- Themes & Templates
- SmartArt & Icons
- Images & Charts
- Transitions
- Animations
- Presentation Setup

7. CHAPTER-7 : OFFICE PRODUCTIVITY TOOLS

- Keyboard Shortcuts
- File Management
- Print Settings
- PDF Conversion
- Cloud Storage
- File Sharing
- Data Backup

8. CHAPTER-8 : PRACTICAL OFFICE WORK

- Invoice Preparation
- Salary Sheet in Excel
- GST Working Sheet
- TDS Working Sheet
- MIS Dashboard
- Professional Reports
- PowerPoint Presentation
- Real Office Case Studies

NOTE :

After completing this module, students will be able to work confidently in Microsoft Excel, Word, and PowerPoint, create professional reports, dashboards, invoices, presentations, MIS reports, and perform complete office-level documentation and data management.



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9 MODULE COMBO COURSE

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