

- Quality Assured
- Doubts Resolution
- Live Queries Sessions
- Duration: 7 Months
- Level: Professional

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# Why Persue Financial Controller & Taxation expert ?

## **Boost in Confidence**

Your confidence will be completely on the different level when you have the indepth knowledge of your profession

## **Salary Hikes**

No doubt that the salary of a person having knowledge & practical working experience will be on the higher side as compared to an inexperienced person having bookish knowledge

## Start your own Office

With the complete knowledge & work experience you will be able to handle any type of client's work & the confidence that you will have in you will help you to build client's trust & to make new clients as well & start your own Accounting & consultancy firm.

## Who can Join ?



- Any +2 pass
- Any graduade or Post graduade
- Junior or senior Accountants
- Financial Analysts or consultants
- Business Owners
- Any other person who
- wants to learn Accounting

## Program Highlights



## PRACTICAL TRAINING

The concept of training is 100% practical based covering all the issues & points that any person can face while working in actual work environment.



## NO EXTRA COST OF ALL UPDATIONS & AMENDMENTS

All the sessions of the courses will be updated with all the new changes in Accounting & taxation.



### **HIGHLY AFFORDABLE**

The fee structure is highly affordable which any working or non-working individual can afford from their salary or the Pocket money.

No doubt, the prices are affordable but the quality is never compromised by us. The level of training will be best.



## LIFETIME ACCESS

The learners will have lifetime access of the courses they have purchased & they can see any class as & when required



## REAL OFFICE DOUBTS & PROBLEMS RESOLUTION

All our students will be having an authority to clarify the doubts or problems which they face while working in their offices related to Accounting & taxation.

Since learning is a continous process, So, No matter if they have completed their training, still they have a right to ask their work related problems at anytime.



### **18X7 LEARNERS SUPPORT**

Our learners are free to discuss any technical or study related issues with us at anytime between the working hours & their issues are resolved as soon as possible.

## Munshi's Advantage

## **Real Work Doubts Resolution**

- Ask your doubts from the students panel
- Resolution within 24 hours
- 18x7 students support available

## Live counselling sessions

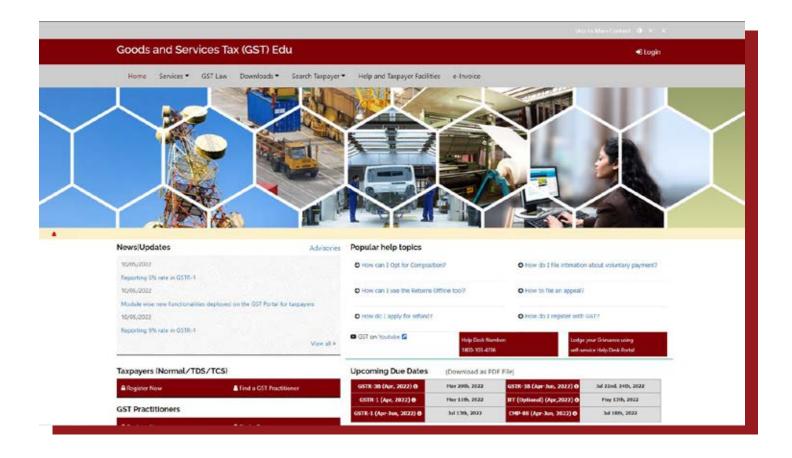
- Live sessions are conducted from time to time
- All the doubts & career related issues will be addressed
- Anyone can join as per their requirements

## Learn at Anytime & from Anywhere

- No need to compromise your worklife
- -You have access of the classes all the time
- Learn at the comfort of your home at your desired time

## **GST Portal Educational version**

www.gstedu.munshiindia.com



- Practice the GSTR 1 & 3B filing on the GST educational portal with us.
- All the learners will be having the access of the educational portal for their practice.
- Your login id & password will be provided by us after your enrolment.

## **COURSE: ADVANCED BUSINESS ACCOUNTING COURSE**

## INTRODUCTION TO THE ACCOUNTING

· Introduction to the Accounting World

## RAW UNDERSTANDING OF BUSINESS & ITS ACCOUNTING

- · Basic understanding & types of Businesses
- Understanding the working & importance of Accounting
- · Journal entries formation
- · Rules of Accounting & understanding
- · Process of Accounting
- · Accounting with Bills on Tally prime
- · Accounting entries in Books of accounts (Tally) whose bills are not available

## REVENUE OR CAPITAL TRANSACTIONS

- · Revenue/capital account transactions
- · Incomes/Inflows understanding & recording
- · Expenses/Outflows understanding & recording

## • FINANCIAL STATEMENT ANALYSIS

- · Ledger analysis & understanding
- · Analysis of financial statements

## ADVANCED CONCEPTUAL UNDERSTANDING

- · Decision of nature of expense for different businesses
- · Business expenses v/s personal expenses

## PURCHASE/SALE BILLS + GST (GOODS & SERVICE TAX) & ITS WHOLE MECHANISM

- · Basic Mechanism & other concepts
- · Sale Bills & their GST entries
- · Purchase & expenses Bills & their GST entries
- . Stock records maintenance with Sale & Purchase
- . Tally software entries of Sale & Purchase

## REVERSE CHARGE MECHANISM UNDER GST

- RCM Explained & Transactions on which RCM is applicable
- Rates to apply & Journal entries, How to make RCM (calculation)
- How to enter the RCM bills in Tally

## DEBIT/ CREDIT NOTES UNDER GST

- Debit/credit notes understanding & Journal entries
- Debit/credit notes effects on GST
- Tally software entries of Debit/credit notes

## ITEMS ON WHICH INPUT TAX CREDIT IS NOT AVAILABLE

- · Items whose ITC not available
- · Non-ITC Invoices & their Accounting on Tally

## MAINTENANCE OF ACCOUNTS IN CASE OF COMPOSITION DEALERS UNDER GST

· Books maintenance in case of composition dealers

## TAX DEDUCTED AT SOURCE-TDS

- Conceptual Clarity & Mechanism of TDS & TCS
- · Accounting & ledger understanding if you are a deductor of TDS

## • TAX COLLECTED AT SOURCE-TCS

- · Conceptual Clarity & Mechanism of TCS
- Accounting of TDS/TCS Transactions on Tally

## IMPORT/ EXPORT ACCOUNTING

- · Import Purchase Accounting
- Export Sale Accounting
- Export incentives & its accounting

## SALARY & PAYROLL

- · Salary expense, Advance Salary deduction, PF & ESI deductions & contributions
- · Accounting of Salary in Tally

## BANK LOANS & RECONCILIATIONS

- · Types of accounts in banks & their statements & concept of the bank balances
- · Bank loan accounts & its accounting
- Bank Accounts & its accounting

## FINALISATION OF FINANCIALS

- · Insights of the ledger accounts
- · Audit of Financial statements/ compiling the books of accounts
- · Ledger Scanning of Profit & loss A/c on Tally
- · Ledger Scanning of Balancesheet on Tally
- · Important Concepts & Closing entries (Depreciation, Prepaids, provisioning etc)
- Finalisation of Balancesheet

## **COURSE: PROFESSIONAL GST COURSE**

## BASIC UNDERSTANDING

- · Basic understanding of GST, GST mechanism, Its applicability
- CGST/SGST/IGST/UGST, Place of supply of goods, Taxable goods, time of supply etc

## NEW REGISTRATION UNDER GST

- · Who needs to take the registeration & when
- Documents required for GST registrations
- · How to apply the GST registration online
- · What are the compliances you need to fulfil after taking GST registrations

## OUTPUT TAX UNDER GST

· Sale Bills & their GST entries

## INPUT TAX CREDIT

· Purchase & expenses Bills & their GST entries

## • TALLY SOFTWARE WORKING OF INPUT & OUTPUT TAX

· Tally software entries of Sale & Purchase

## • REVERSE CHARGE MECHANISM UNDER GST

- · RCM Explained, transactions on which RCM is applicable
- · Rates to apply & Journal entries, How to make RCM (calculation)
- · How to enter the RCM bills in Tally
- · How to enter RCM in GST return

## • DEBIT/ CREDIT NOTES & THEIR TREATMENT UNDER GST

- · Debit credit notes understanding & journal entries
- · Tally software entries
- · How to enter Debit credit notes in GSTR 1& 3B returns

## ITEMS ON WHICH ITC NOT AVAILABLE

- · Items whose ITC not available
- Show some bills & Accounting on Tally

## CLAIMING ITC IN GST RETURNS

· Claiming the Input tax credit on GST portal

## GST PORTAL OVERVIEW

· Gst Portal overview

## FILING OF GSTR 1

- · All Types of GST Returns, their due dates & important concepts
- · GSTR 1 Return & their way of filing the GST returns
- How to make & File GSTR 1 Online
- How to make & File GSTR 1 through Offline utility
- · How to make & File GSTR 1 from Accounting software (Tally)
- · Filing of GSTR 1 Return
- · Latest Amendments in filing stage of GSTR 1

## INTEREST & LATE FILING UNDER GST

· Late filing & interest on GST late filing calculations

## PAYMENT OF TAXES

- · Creation of Challan for tax payment
- · Online payment of GST

## • FILING OF GSTR 3B

- How to make amounts of GSTR 3B Return
- · How to make & File GSTR 3B Online
- How to make & File GSTR 3B from Accounting software (Tally)
- Filing of GSTR 3B Return

## GSTR 2B RECONCILIATION

- · What is GST 2B & its backlinking of GSTR 1 & 2B & its relevance & new ITC rule
- How to reconcile GSTR 2B with books
- · Finalisation of ITC after reconciliation

## QRMP SCHEME

- · QRMP Scheme
- Filing of Invoice furnishing facility (IFF) online

### • E-WAY BILL

- · Eway bill understanding
- How to make E-way bill
- · E-way bills under Different situations

## COMPOSITION SCHEME

- · Understanding of Composition scheme
- Filing of CMP 08 form

### RECTIFICATION OF MISTAKES IN GSTR 1

· How to rectify mistakes of GSTR 1 returns

### RECTIFICATION OF MISTAKES IN GSTR 3B

- · How to rectify mistakes of sales in GSTR 3B returns
- · How to rectify mistakes of ITC in GSTR 3B returns

## COMBINED MISTAKES OF GSTR 1 & 3B

How to rectify mistakes

## JOB-WORK RETURN

- Understanding & Law related to Job work
- Filing of ITC 04 Return

### GST IN CASE OF IMPORTS

· ITC in case of Import of goods & claiming it in GSTR 3B return

## GST IN CASE OF EXPORTS

- · Detailed Understanding
- Letter of Undertaking- LUT & its filing
- · GSTR 1 & 3B in case of export

## E-INVOICING

- · E-invoicing under GST
- · How to generate e-invoice
- · How to generate Bulk e-invoices
- Portal uploading of json files of einvoice

## GST-TDS

· GST-TDS

## ANNUAL RETURNS GSTR 9 & 9C

- · Understanding & law
- · GSTR 9 Filing
- · Mistakes that can be rectified in GSTR 9
- · DRC 03 Form filing
- · GSTR 9C Filing

## ANNUAL RETURN IN CASE OF COMPOSITION DEALER - GSTR 4

· Annual Return in case of composition dealer - GSTR 4

## REFUNDS UNDER GST

- · Conceptual understanding
- · Refund application in case of Export without payment of Tax
- $\cdot$  Refund application in case of Inverted duty structure
- · Refund application in case of excess payment of tax & other cases

## CANCELLATION OF GST REGISTRATION

- · Law & process
- Application of cancellation of GST Registration
- · Final return GSTR 10

## ASSESSMENT UNDER GST (COMPLIANCE OF NOTICES OF GST DEPARTMENT)

- Theoratical understanding
- · Notice & its reply
- Notice & its reply
- · GST Audit Notice & Reply
- · Notice of return filing defaulter
- · Summary assessment & understanding

## **COURSE: PROFESSIONAL TDS & TCS COURSE**

## BASIC UNDERSTANDING & APPLICATION OF TAN

- What is direct tax & Introduction to TDS/TCS
- · Mechanism of TDS & steps involved in the complete process
- Who is required to deduct TDS, What he should do to comply & Importance of Section numbers under TDS/TCS & who are liable for Tax audit
- · Application of TAN number online

## • TRANSACTIONS OTHER THAN SALARIES ON WHICH TDS IS APPLICABLE, ITS CALCULATION & WORKING

- · Sec 194C- TDS on payments to contractors
- · Sec 194J TDS on professional fees
- · Sec 194I TDS on Rent
- Sec 194H TDS on commission
- Sec 194A TDS in case of interest other than interest on securities
- Sec 194N
- · Sec 1940

## NEW PROVISIONS & SECTIONS INTRODUCED BY GOVERNMENT

- · TDS applicable on every Individual & HUF Sec 194M
- · TDS applicable on every Individual & HUF Sec 194IB

## TDS ACCOUNTING

Accounting & ledger understanding if you are a deductor of TDS

## OTHER SECTIONS

 Other than routine Business Transactions on which TDS needs to be deducted & its calculation

## TDS ON SALARIES

- TDS in case of Salaries (applicability & calculation) Sec 192
- · Accounting treatment

## PAYMENT OF TDS

Payment of TDS (Creating challans, online payment)

## TDS RETURNS

- · TDS Returns Understanding
- Traces portal overview
- · Details to be prepared for TDS returns
- · Oltas Challan enquiry
- TDS returns other than salaries 26Q
- · TDS returns in case of salaries 24Q
- TDS TIN facilitation centre & online filing from Income tax website

## NEW USER REGISTRATION ON TRACES PORTAL

- · Traces Portal signup & login as Tax deductor
- · Traces Portal signup & login as Tax payer

## • TCS MECHANISM & TRANSACTIONS ON WHICH TCS IS APPLICABLE, ITS CALCULATIONS & WORKING

- · TCS mechanism & steps involved in the complete process
- · Transactions on which TCS needs to be collected
- · Bills & TCS calculation

## NEW PROVISIONS & SECTIONS INTRODUCED BY GOVERNMENT

- TDS Calculation, analysis & accounting u/s 194Q
- TDS Calculation, analysis & accounting u/s 206(1H)

## TCS RETURNS

· TCS Returns filing 27EQ

## • TDS IN CASE OF PROPERTY PURCHASE

- · TDS in case of property purchase
- · Online filing Form 26QB in case of purchase from Resident
- Form 26QB in case of multiple buyers & sellers

## INTEREST & PENALTIES

- · Form 27Q in case of purchase from NRI
- Interest & penalties under TDS/TCS

## TDS ON FOREIGN PAYMENTS

· Most common foreign payments & its TDS

## • LOWER DEDUCTION CERTIFICATE APPLICATION

- · lower deduction certificate application understanding
- · Filing of Form 13 Online on portal
- Filing of Form 13 details in offline utility

## PROOF OF TDS/TCS - FORM 16/16A/27D & FORM 26AS OR AIS

- · Form 16 & 16A understanding & how to download them
- · Form 26AS & how to claim TDS/TCS in Income tax returns

## • IF MISTAKES DONE AT THE TIME OF PAYING CHALANS

· How to rectify mistakes of challans

## RECTIFICATION OF RETURNS

- · Online Rectification of TDS/TCS Returns
- · Rectification of TDS/TCS Returns through Correction statement

## NOTICES/ORDERS UNDER TDS/TCS

· Types of notices/orders received under TDS/TCS & How to deal with them

## **COURSE: ADVANCED ITR FILING COURSE**

## BASICS

- · Introductory Discussion, About the Course, Background of IT.
- · E-filing overview and Basic Terms
- · Concept of Residential Status

## CONCEPTUAL CLARITY FOR FILING INCOME TAX RETURNS

- · Heads of Income understanding
- · ITR forms & their applicability
- What general documents to call from clients & extra informations are mandatory to be given in ITRs
- · Form 26AS

## INCOME TAX PORTAL

· Income tax Portal overview

## REGISTRATION

· How to register a new Assessee on Portal

## TAX CALCULATIONS

- · Individuals/HUF, Partnership firms, Companies, Trust/AOP/BOI/Societies
- Advance tax

## • NEW TAXATION SCHEME & NEW PROVISIONS

- New taxation scheme
- · Other new tax provisions
- Filing of Form 10 IE

## DEDUCTIONS U/S 80

- · Deductions under sec 80C
- · Other Deductions u/s 80

## • ITR FILING IN CASE OF SALARIED PERSON/ PENSIONERS

- · What should be the part of salaries & Deductions & exemptions
- · What to ask from the salaried employee when he is coming for return filing
- · Form 16
- How to prepare the computation of income if assessee have Form 16
- · How to prepare the computation of income if assessee don't have Form 16
- · Filing of ITR 1 Return
- How to everify the return after filing

## • IN CASE OF BUSINESS RETURNS - PROPRIETORSHIP CONCERNS

- Types of Business entities like prop., partnership, companies, their features
   & the forms applicable
- · Prop. Concern-Provisions & What to ask from Clients
- Prepare the computation of Income
- filing of ITR 3 form

## • IN CASE OF BUSINESS RETURNS - PRESUMPTIVE TAXATION SCHEME

- Presumptive Taxation ITR 4
- · Preparation of computation of income
- · filing of ITR form

## • IN CASE OF BUSINESS RETURNS - PARTNERSHIP CONCERNS

- · Partnership Concern-Provisions & What to ask from Clients
- · filing of ITR form

## • IN CASE OF BUSINESS RETURNS - COMPANIES

Companies-Types, features & What other provisions are there of companies act etc Return filing of companies

## • IN CASE OF PARTNERS, DIRECTORS RETURNS

Concept & understanding Filing of ITRs of Partners of the firm or directors of the companies

## • IN CASE OF CAPITAL GAINS

Detailed Provisions
Concept of indexation & calculations of capital gains
Deductions allowed u/s 54
Filing of Returns

## AGRICULTURAL INCOME

Provisions, deductions, exemptions Filing of Returns



## **COURSE: ADVANCED AUDIT & FINALISATION COURSE**

## BASIC UNDERSTANDING

- · What is audit & finalisation of financials & Process of Audit
- · Applicability of Audit (Thresholds) & Types of audits
- · Nature of all types of entities & their key points to note
- General Statutory compliances to be checked

## • INTERNAL OR EXTERNAL (STATUTORY AUDIT)

· Internal Audit & External audit understanding

## PROCESS OF AUDIT

· Process of Audit

## PLANNING & PROCEDURING OF AUDIT

· Planning & proceduring of Audit

## EXECUTION OF THE PROCEDURES

- Audit of Opening Balances
- Vouching of Purchases
- · Sampling under Audit
- Audit of Expenses & inventories
- · Vouching of Sales/Revenue
- Audit of Cash/bank Balances
- . Audit of Debtors, Loans & Advances
- . Audit of Creditors, current liabilities
- . Audit of Bank loans & capital Balances
- · Audit of Fixed Assets

## • LEDGER SCANNING

- · Ledger scanning Profit & loss Account
- · Ledger scanning Balancesheet

## CLOSING ENTRIES

- · Depreciation
- · Prepaid Expenses & others

## FINALISATION OF FINANCIALS

· Finalisation of Financials

## • SCHEDULE III BALANCESHEET PREPARATION

· Schedule III balancesheet Preparation



## **COURSE: ADVANCED MS-EXCEL, WORD & POWERPOINT COURSE**

## MICROSOFT EXCEL - BASIC

- Introduction to Excel Detailed view of the Excel sheet, information about all the options available one by one & their uses
- · Customizing the quick access tool bar
- · Shortcut keys
- Entering Data in excel sheets
- How to create, open & save a workbook & Closing, Renaming, inserting & deleting a worksheet)
- Working with Rows and Columns (Inserting and deleting of rows and columns, changing row height and column width)
- fomatting a cell
- format painter
- filter option
- · Auto sum Function

## MICROSOFT EXCEL - ADVANCED

- Setting Themes
- · Basic functions including sum, average, percentage, minimum, and, maximum function
- · How to use formulas and copy and paste a formula
- · Sorting
- · Creating chart
- · Previewing and printing charts and Worksheets
- Applying conditional formatting
- Hiding and unhiding worksheet, workbook, rows and Columns Compilation of all the things discussed
- · Cell References and its types like Relative cell reference, Absolute cell

## COURSE: ADVANCED MS-EXCEL, WORD & POWERPOINT COURSE

- · Reference, and, Mixed cell reference.
- · Freeze pane
- · Macros
- Hyperlink
- · Data Validation
- Consolidation
- · Data Protection
- · Pivot table
- Pivot chart
- Advance Functions
- · Advance Charts, Different types of charts, Changing chart data

## MICROSOFT WORD - ADVANCED

- · Introduction To Word Detailed View Of The MS Word Sheet & Their Uses
- · Advanced working on MS-Word

## MICROSOFT POWERPOINT ADVANCED

- · Creating & altering powerpoint presentation slides, adding animations,
- · charts & other advanced features for the effective slides
- · Adding videos & audios to the slides



## LEARN AND DO PRACTICE WITH US

## **Assignment**



## **Test Series**

- Actual Industrial data as assignments for Practice.
- Test Series (MCQs) conducted for ensuring Proper understanding
- Without clearing the test series, you can't proceed towards the next classes
- This is to ensure your clear & indepth understanding about the topic that you are studying & practicing
- You will not only learn but will do practice with us to gain the confidence in the work you do



## Certificate

Learners earn a digital certificate upon successful completion of the online Course. You can request for the Hard copy of the certificate delivered at your home as well.

Note: After successful completion, a verified digital certificate will be available for downloading with your name used when registering for the Course.

\*All certificate images are for illustrative purposes

## How we are going to proceed in the classes



1. Conceptual Understanding



2. Visualisation of the Practical work in the classes

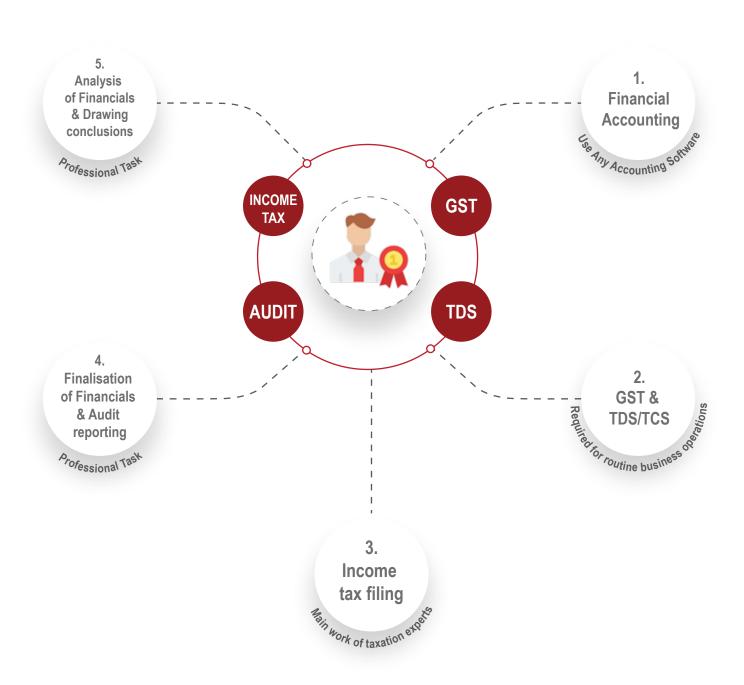


3. Industrial project Assignments for Practice of the learners



4. Conducting Test series on the basis of practice

## Learning structure for becoming a Finance & Taxation expert



## Meet the Mentor

Ankita mahajan, A chartered Accountant by profession is in Practice since qualificattion. She comes from a joint business family from the city Jalandhar in Punjab State.

With a vision to make those persons highly skilled who have started their careers at the early stage of their life without getting proper professional knowledge & those who are having only bookish knowledge because of which they are not able to grab any job opportunity from the market, She started this online Practical training platform with a flexible timing & lifetime access.

She has taught hundrerds on learners & each one of them praised her way of teaching, her knowledge, understanding & efforts she put for making their careers better. Her vision is to design & deliver the best at the affordable cost so that everyone with their salaries or pocket money could afford the professional learning experience in this expensive world.

With Munshi, Under the guidance on Ms. Ankita Mahajan we promise to equip you with the indepth knowledge & Professional working experience which will not only protect your job in this competitive world, but also enable you for salary hikes & more working opportunities from the market.



## Profession of learners who usually join us & what benefit they get



## Under Graduades, Graduades & Post graduades

They gain the knowledge & experience which they haven't got in their college curriculum which help them to crack interviews confidently & grab a job



### **Senior Accountants**

Professional level concepts are also covered here which are highly useful for the Senior Accountants as well.



## **Working Junior Accountants**

Junior Accountants face a lot of problems while working in their offices relating to Accounting entries in exceptional situations, taxation, Returns filing etc, All these problems got resolved after having a professional training from Munshi.



## Tax consultants/Experts

Indepth knowledge of taxation & analysis is covered with support for their real-time queries & problems during their actual working. A lot of students started their own consultancy firms after gaining the detailed knowledge from us.



## Tele-callers or other non finance staff

Some people got fed-up from the telecalling work & the other works like store keeping etc after doing graduations or post graduations in commerce & they think that they are not rightly placed in their jobs. They get immense benefits after the finance & taxation training from us & they are now capable of shifting themselves to the Accounting & finance department in their company



## Sei-Qualified/Qualified-CAs, lawyers & CMAs

Professionals do not always have complete knowledge about everything, they also consider Munshi as a gap filler. Some professionals take taxation bundles, some take auditing. No one teaches you when you are a professional. So, they consider us as a very helpul alternative.

## **Course Highlights**

## **Duration**

7 months

## Lifetime access & Learn at anytime

You can access the course anytime after completion as well Learn as per your availability from your worklife

## **Doubts resolution & Live Query sessions**

Doubts related to your learning or real office work will be resolved within 24 hours.

## **Course Fee**

Total course fee is 3999/- (No Hidden Charges)

## **EMI Options**

**EMI Options are available with some limitations** 

## 100% Money Back Guarantee

If You didn't like the course &

- - 20% course is not completed
- Atleast 1 Live session is attended
- You have a genuine reason then 100% of the course fee will be refunded without any deductions

