

# **Annexure 38**

Tally

gst

excel

tds

income tax

# **Tally.ERP9+TallyPrime+GST+IncomeTax+TDS+MS Excel (ComboPack)**

## **What you'll learn**

- **TallyERP9 and Tally Prime**
- **GST & GST Portal Concepts**
- **Income Tax & TDS**
- **MS Excel Beginner to Advanced**
- **Double Entry Accounting Systems | Elements | Steps | Structure Explained**
- **Tally - Introduction, History, Advantages**
- **Costing of Tally**
- **TallyERP9 - Download, Install, Activation**
- **Golden Rules of Accounts**
- **Tally ERP9 with GST - Course Material**
- **Company-Creation, Alteration, Deletion & Securing**
- **Understanding Tally Pre-Defined Vouchers**
- **Tally Data Processing Structure**
- **Understanding Tally with Basic Illustrations**
- **Recording & Maintaining Instalments in Tally ERP9 | Bill-wise Accounts**
- **Recording & Maintaining Supply against Advances - Advances Management**
- **Tracking Overdue Supply - Credit Sales**
- **Multi-Currency Accounting in Tally ERP9 & Adjustment Entries for Forex Gain Loss**
- **Cheque Book Configuration in Tally ERP9**
- **Banking - Transaction Types**
- **Post Dated Cheques Management in Tally ERP9 | PDC's**
- **Bank Reconciliation Introduction**
- **Bank Reconciliation in Tally ERP9 Practical | Case Study 1**
- **Bank Reconciliation In in Tally ERP9 | Case Study 2**
- **GST Revenue Sharing Ratios between Center & State Govt's**
- **GST Classifications**
- **Enabling GST Features in Tally ERP9**
- **Recording GST Transactions SMART RECORDING METHOD**
- **Recording GST Transactions TRADITIONAL METHOD**

- **Recording GST Transactions - Case Study 2**
- **GST Tax Invoice Configuration - Voucher Numbering**
- **Recording GST Transaction with Auto-Billing**
- **GST Tax Invoice, Bank Details-Cuss Seal &Signature, Jurisdiction -Printing Confine**
- **Rate Inclusive of GST I Enabling Item Description in Tally ERP9**
- **Recording GST Transactions - Services**
- **Recording GST Transactions - Assets I with Input Tax Credit I without ITC**
- **Recording GST Transactions - Expenses with & without Input Tax Credit**
- **Recording GST Transactions - Sales with Additional Expenditure**
- **Generate E-Way Bills Creation, Alter & Cancellation Online Offline methods**
- **GST- Recording RCM in Tally ERP9**
- **GST Overview Introduction**
- **Key Points about GST Council**
- **Introduction to GST Returns**
- **GSTR - 3B Filing**
- **GSTR-1 Filing (GST-Regular) Offline Online Methods Explained with Live Data**
- **GST Registration - Live (Case Study 1)**
- **GST Registration - Filing Clarifications**
- **GST Registration - Tracking Submitted Applications**
- **Viewing Submitted Applications - GST Registration**
- **GST Registration - Core Filed Amendments**
- **GST Registration - Non-Core Filed Amendments**
- **GST Application for Refund**
- **GST Registration -CANCELLATION**
- **GST Tax Practitioner Registration**
- **Opting Withdrawal of Composition Levy in GST Portal**
- **What is TDS (Tax deduction at source) - How to calculate TDS - Introduction**
- **How to Configure TDS in Tally ERP9 & Recording TDS Entries in Tally**
- **Recording TDS Transaction in Tally ERP9**
- **Purchase Returns & Sales Returns in Tally ERP9**
- **Delivery Notes & Receipt Notes in Tally ERP9**
- **Sales Orders Quotations in Tally ERP9**

- **Tally ERP9 Discounts I Trade Discounts & Cash Discounts**
- **Price lists in Tally ERP9 I Party Level & Product Level**
- **Auto-Interest Calculation on Overdue Instalments**
- **Basic of Manufacturing**
- **Standard Manufacturing Practical's in Tally ERP9**
- **Cost Centres in Tally ERP9 (Departments Handling)**
- **Branch-Wise Accounts-Using Cost Centres & Godowns in Tally ERP9**
- **Multi User Creation in Tally ERP9**
- **Security, Password for Users in Tally ERP9**
- **Tally Internal Data Verification & Tally Audit**
- **Recording - Year End Adjustments in Tally ERP9**
- **Capital Adjustments I Drawings Adjustments & Closing I Profit Sharing I Split**
- **Payroll - in Tally ERP9 Introduction to Steps**
- **Payroll-Complete Setup Monthly Process & Stop Computation - Overall Coverage**
- **Budgets in Tally ERP9**
- **Calculator Usage in Tally ERP9**
- **Tally Data Backup & Restore**
- **Alternate Units of Measurement in Tally ERP9**
- **GSTR1 GSTR3B New Due Dates Late Fee Updates (Feb-Mar-Apr-May) 2020**
- **Batches Management (with Date of Manufacturing & Expiry)**
- **Data Searching in Tally ERP9**
- **Day Book Features in Tally ERP9**
- **POS in Tally ERP9**
- **Splitting in Tally ERP9**
- **Part Numbers in Tally ERP9**
- **Standard Rate Setup in Tally ERP9**
- **Zero Valued Transactions**
- **Export to Excel, JPEG, PDF, HTML**
- **DATA Export & Import in Tally ERP9**
- **Live Mailings from Tally ERP9**
- **Tax Audit Due Date Extension**
- **Reply to Students Request Refund Applied I Deducted on GSTN Not Credited2 bank**
- **Reply to Students Request Know Your PAN Status**
- **Budget 2020 I Highlights I Income Tax Slabs I new & Old I Benefits**

- **37th GST Council meeting | 2 major decisions | Relaxtion of Filing GSTR-9 &+more**
- **Highlights of 38th GST Council Meeting**
- **Microsoft Excel - Beginner to Advanced A Master Pro Course**
- **An Introduction to Microsoft Excel**
- **How to Open MS Excel, What is Menus, Tools, Sheets, Columns, Rows & Cells**
- **MS Excel - Copy Cells, Move Cells**
- **Learn How to Create Tabs, Groups and add Toll to it in MS Excel**
- **MS Excel - Home Tab - Group Clipboard Features Functions Explained**
- **MS Excel - Home Tab - Font Group Explained - Font Size, Font Face Style, Bold**
- **Home Tab - Alignment Group Explained - Merge, Wrap Text, Alignments & more**
- **MS Excel - Characteristics of Cell**
- **Speak Cells - on Enter, by Rows, By Columns, Stop Speaking Cells | Microsoft**
- **MS Excel - Fill Series - with formatting, without formatting & more**
- **Fill Series - Advance Fill - Numbers, Months, Days, Custom List Edit & Add,**
- **Fill Series - Flash Fill**
- **Excel - Editing Data | over writing | Go to | find & replace | undo & redo**
- **MS Excel - Text to Columns**
- **MS Excel - Comments - add, edit, delete & Show all**
- **MS Excel - How to Hide and Unhide Rows, Columns, Sheets**
- **Freeze Panes - Top Row, Columns & Multiple Rows & Columns**
- **MS Excel - Filters - Learn How to Use Filter to analyse Big Data**
- **MS Excel - Split Sheet Window**
- **MS Excel - How to Insert & Delete Cells, Rows, Columns**
- **MS Excel - Working with Sheets**
- **MS Excel - Format Multiple Sheets at a time | Sheet Formatting**
- **MS Excel - View Sheets Side by Side from One Excel File**
- **MS Excel - Workbook Protection - Learn how to setup a Password to open Excel**
- **MS Excel - Sheet & Cells Protection**
- **MS Excel - Conditional Formatting - Highlight Cells Via Number, Text & more**

- **Concatenate - Join Multiple Text Strings into ONE**
- **MS Excel - Trim Functions - Remove unnecessary Elements from strings**
- **MS Excel - Print Formulas Left, Right, Middle**
- **MS Excel - Date Related Formulas**
- **MS Excel - Hyper Links - Cell to Sheet, Website, Existing File, Create New**
- **MS Excel - Page Header & Footer | Add Page Numbers, Logo, Report Name, Date**
- **MS Excel - Print, Page Setup, Margins, Size, Excel to PDF**
- **MS Excel - Create & Remove Drop Down List**
- **Introduction to Data Validation - Time limitation**
- **Data Validation - Restrict Cells, Input & Error Message, Drop Down List...**
- **Data Validation - Part2 - Circle Invalid data, Error, Stop, Warning, Inform-**
- **Data Validation - Dependent - Multiple Drop Down Lists**
- **MS Excel - Bar Code | Install Bar code font | Generate Bar Codes**
- **MS Excel - Import Data from Websites - Live Data**
- **MS Excel - Import Data from Text Document - with Auto Refresh**
- **MS Excel - Import - Text, Word, PPT, JPEG, Video, PDF & More Objects**
- **MS Excel - Charts - Pie Charts - Create & Customize | Chart Elements**
- **MS Excel - Charts - Columnar, Bar, Line Charts**
- **Logical Functions - Logical Test | Boolean Expression | TRUE or FALSE |**
- **Logical Test - IF Function**
- **Logical Functions - Nested IF - Learn How to work with Nested if Formula**
- **Logical Functions - AND function**
- **Logical Function - Not & IFERROR**
- **MS - Excel Commonly Used Formulas | Sum | Subtraction | Avg | Percentage | Mu**
- **Statistical Formulas - Sum, Sumif, Sumifs, Count, Countif, Countifs, Avg, Av**
- **MS Excel - 3D Sum | Calculate Multiple Sheet Data at a time**
- **MS Excel - Consolidate ( 3d Sum extension)**

- **Show Formula, Trace Dependents, Trace Precedents, Evaluate Formula, Formula**
- **Formulas - sum product, mound, floor, ceiling**
- **Index Formula - Find a Position of the Value, and Call cells references**
- **Match Formula - Find Position of the Value**
- **MS Excel - Age Calculator in Multiple Ways - Exclusive formula**
- **Student Mark Sheet Calculation - Sum, Average, Rank, Grade, Pass-Fail, Status**
- **V Lookup - Introduction**
- **V Lookup - Formula, Functionality, Rules, Approximate & Exact Match & more**
- **H Lookup - Formula, Functionality, Rules, Approximate & Exact Match & more**
- **X Lookup - Introduction**
- **Download, Add & use X Lookup New Formula in MS Excel**
- **X Lookup New Formula in MS Excel**
- **Pivot Table Introduction & Basics of Pivot Table**
- **Create a Pivot Chart from Table & Pivot Table**
- **Pivot Table - Use slicers to filter data**
- **Pivot Table, Charts, Progress Dashboard**
- **MS Excel Calculate EMI | Prepare Loan Statement | Principal | Interest**
- **Working with Tables**
- **Create & Maintain Registers - Using Group Sheets, Drop Down Lists, Date Valid**
- **Share a workbook with Co Authors, Employees or with Anyone**
- **Commission Calculation in MS Excel**
- **Attendance Sheet Preparation in MS Excel**
- **Salary Calculation with CA, DA, Commission, Advance, PF, ESI**
- **Excel to SMS**
- **Macros**
- **VBA**

## **Basis of accounting**

- **What is Commerce I Introduction I Accounting Systems I Accounting I**
- **Double Entry Accounting Systems I Elements I Steps I Structure Explained**
- **Golden Rules of Accounts**
- **Fundamentals of Accounting**
- **Important Notice for Practical's in 2.1**
- **1. TallyPrime-Downloading & Installation**
- **2. TallyPrime-Launching, Working in Education Mode, Licensing**
- **3. How to Get Familiar with your TallyPrime**
- **4. TallyPrime-Company Creation, Alteration and Deletion**
- **5. TallyPrime-Group Company-Creation, Alteration and Deletion**
- **6. TallyPrime-Data Entry Steps - Ledgers, Items and Vouchers**
- **7. TallyPrime-Predefined Vouchers Introduction**
- **8. Understanding Pre-Defined Vouchers-Explained**
- **9. Tally Prime I Ledger Creation I Alteration I Deletion I Traditional Method**
- **10. Tally Prime Stock Item Creation I Groups I Units I Creation I Alteration I D**
- **11. How to update Opening Balances & Opening Stock in TallyPrime**
- **12. Stock Group - Introduction, Creation and Alteration**



- **13. Creation and Alteration of Stock Category**
- **14. Creation of Unit of Measurement & FAQ**
- **15. Creation and Alteration of Stock Item**
- **16. Recording Purchases & Sales**
- **17. Recording Contra, Receipt and Payment Vouchers**
- **18. Golden Rules of Accounts**
- **19. Recording Journals in TallyPrime**
- **20. Basic Illustration to Understand TallyPrime Vouchers**
- **21. Bill-wise Accounts - An Introduction**
- **22. Bills wise details for Purchases**
- **23. Bill-wise Details for Sales - Bills Receivable**
- **23.1. How to View and Analyse Bills Outstanding Reports in TallyPrime**
- **24. Bill-wise Accounts Supply Against Advances**
- **25. Bill-wise Accounts-Tracking Overdue Supplies**
- **26. Cheque Book Configuration in TallyPrime**
- **27. Cheque Printing in TallyPrime**
- **28. Enabling All-Banking Transaction Types**
- **Quiz 3**
- **29. An Introduction to Post Dated Cheques Management**
- **30. Post Dated Cheques Management in TallyPrime**

- **31. Applying for TallyPrime Licens**
- **32. Introduction to Bank Reconciliation Process in TallyPrime**
  
- **33. Bank Reconciliation in TallyPrime**
  
- **34. How to Do Auto Bank Reconciliation**
  
- **Quiz 4**
  
- **What is GST-a short Introduction to GST**
  
- **GST Classifications and Place of Supply**
  
- **Creating New Company and Enabling GST**
  
- **Recording GST Transactions-Single Slab**
  
- **Recording GST Transactions - Multiple Tax Slabs**
  
- **E-Way Bill-Resgitation**
  
- **E-WAYBILL Generation, Cancellation, Update and more**
  
- **GST Configuration in Group Level**
  
- **Enabling Auto-Billing in TallyPrime**
  
- **Quiz-5**
  
- **Recording GST Services**
  
- **Recording GST Expenses**
  
- **Recording Assets**
  
- **Update Invoice or Voucher Numbering in TallyPrime**
  
- **Setup Logo Printing in TallyPrime**
  
- **How to Print Additional Description of Stock Items**

- **Enabling Rate Inclusive of GST Column**
- **Printing Preferences-Cust Seal and Signature, Jurisdiction, Bank Details, Status**
- **Optimize Printing Paper Size**
- **What is GST Returns, Types of GST Returns**
- **GST Tax Computation and Adjustments**
- **Learn GSTR-1 Tables**
- **GSTR-1 Tables I Understanding GSTR-1 Basic & Amendments Tables**
- **File GSTR1 using TallyPrime**
- **GSTR-1 Filing Nill**
- **GSTR2 and 2A Reconciliation**
- **GSTR2 & 2A Reconciliation**
- **GSTR-3B Filing I Online and Offline methods**
- **GST Refund - Refund Application - Complete Process**
- **Quiz-6**  
**20 questions**
- **Quiz-7**  
**9 questions**
- **55. Inventory Management - Introduction, Importance, Advantages**
- **56. Activation of Batches for Stock Item**
- **54. Course Introduction - Inventory Management**
- **57. Allocation of Batch Details in Purchase Invoice**

- **58. Selling of Stock Items from Batch and Identifying of Expired Batch in Sales**
- **59. Returning of Expired Batch Stock Item**
- **60. Activating Price Levels**
- **61. Defining Price Levels, Creating Price List, Usage of Price List in Sale Voucher.**
- **62. Revise Price List**
- **63. Different Types of Inventory Valuations**
- **Activation of Purchase Order and Sales Order**
- **Activation of Delivery & Receipt Notes**
- **Activation of Debit & Credit Note**
- **Quiz-8**  
**15 questions**
- **Purchases Management - Purchase Order, Receipt Note, Purchase, Purchase Return.**
- **20. Sales Management - Sales Order, Delivery Note, Sales, Sales Return**
- **64. Creation of Godown**
- **65. How to Create and Manage Multiple Godowns in Tally Prime**
- **66. How to Record Inter Godown Stock Transfer in Tally Prime**
- **67. How to Manage Sales & Purchase Order Processing in Tally Prime**
- **How to Backup Data in Tally Prime**
- **How to Migrate your Data to Tally Prime**

- **How to Move to the New Financial Year in Tally Prime**
- **How to Record Manufacturing of Finished Goods in Tally Prime**
- **Quiz-9**  
**18 questions**
- **How to Restore Data in Tally Prime**
- **How to Use the Right Buttons in Tally Prime to Work Faster**
- **How to View and Analyse Accounting Reports in Tally Prime**
- **How to View and Analyse Balance Sheet in Tally Prime**
- **How to View and Analyse Inventory in Tally Prime**
- **How to View and Analyse Profit and Loss Account in Tally Prime**
- **Steps to Enable TCS in Tally Prime**
- **Setting up TCS Masters in Tally Prime**
- **Basic TCS Transactions in Tally Prime**
- **Advanced TCS Transactions in Tally Prime**
- **TCS Reports and Returns in Tally Prime**
- **Quiz-10**  
**17 questions**

#### **GST Portal + E Invoice Portal + E Way Bill Portal Concepts.**

- **L0.1. What is GST-a short Introduction to GST**
- **L0.2 GST Classifications and Place of Supply**
- **L1- Understand GST Number**
- **L2 - GST Registration Threshold Limits and Documents Required for GST Registration.**

- **L3 - GST Registration-Proprietorship and Partnership**
- **L4 - GST Amendments- Core Fields and Non Core Fields**
- **L5 - GST - Opting Regular or Composition**
- **L6 - Track Submitted Application Status**
- **L7 - GST Registration - Filing Clarifications**
- **L8 - How to Download GST Certificate**
- **L9 - GST Cancellation and Revocation**
- **L10 - GST Practitioner Registration**
- **L11 - How to Generate E-way bill, Registration, Print, Cancellation, Masters Cre**
- **L12. . What is GST Returns, Types of GST Returns**
- **L13. Learn GSTR-1 Tables**
- **L14. File GSTR1 using TallyPrime**
- **L15. GSTR-1 Filing Nill**
- **L16. GSTR2 & 2A Reconciliation**
- **L17. GSTR2 and GSTR2A Reconciliation in TallyPrime**
- **L18. GST Tax Computation and Adjustments**
- **L19. GSTR-3B Filing I Online and Offline methods**
- **1. E Invoice Introduction**
- **L20. GST Refund- Compete Process**
- **2. E-Invoice - GSTIN Registration of E Invoice Portal**

- **L21. E Invoice Introduction**
- **3. E-Invoice Enablement for GSTIN on E Invoice Portal**
- **L22. E-Invoice - GSTIN Registration of E Invoice Portal**
- **4. E-Invoice - API User Creation for Your Accounting Software**
- **L23. E-Invoice Enablement for GSTIN on E Invoice Portal**
- **5. Generate E-Invoice using Tally - Generate and E-Invoice ,Print within Tally u**
- **L24. E-Invoice - API User Creation for Your Accounting Software**
- **6. E - Invoice Cancellation in Tally as well as E-invoice Portal**
- **L25. Generate E-Invoice using Tally - Generate and E-Invoice ,Print within Tally**
- **7. E-Invoice Generation - Tally to JSON , JSON Manual Upload on E Invoice Portal**
- **L26. E - Invoice Cancellation in Tally as well as E-invoice Portal**
- **8. E-Invoice Generation Using Official Excel kit - Excel to JSON, JSON upload on**
- **L27. E-Invoice Generation - Tally to JSON , JSON Manual Upload on E Invoice Port**
- **L28. E-Invoice Generation Using Official Excel kit - Excel to JSON, JSON upload**
- **9- How to Generate E-way bill, Registration, Print, Cancellation, Masters Cre**

## **Tally.ERP9 Full Course**

- **1. Tally.ERP9 with GST and Excel Combo Pack Intro Video**
- **2. Tally.ERP9 Download - New Portal**
- **Tally.ERP9 with GST Practice Tests1  
10 questions**
- **3 Tally - Introduction, History, Advantages**
- **4. Costing of Tally**
- **5. Tally.ERP9 Downloading, Installation & Activation**
- **6. Golden Rules of Accounts**
- **Quiz-1 Fundamentals  
10 questions**
- **7. Tally.ERP9 with GST - Course Material**
- **8. Company - Creation, Alteration, Deletion & Securing**
- **9. Understanding Tally Pre- defined Vouchers**
- **10. Tally Data Processing Structure**
- **Quiz 1  
15 questions**
- **11. Understanding Tally with Basic Illustrations**
- **12. Recording & Maintaining Installments in Tally.ERP9 I Bill-wise accounts**
- **13. Recording & Maintaining Supply against Advances-  
Advances Management**
- **14. Tracking OverDue Supply - Credit Sales**
- **15. Multi - Currency Accounting in Tally.ERP9 & Adjustment  
Entries of Forex Gain**
- **16. Cheque Book Configuration in Tally.ERP9**



- **17. Banking - Transaction Types ATM, Credit & Debit Cards, Online Banking & more**
- **Quiz-- Tally Basics, Bills receivable, Bills Payable & Banking 35 questions**
- **18. Post Dated Cheques Management in Tally.ERP9 I PDC's**
- **19. Bank-Reconciliation-Introduction-Theory**
- **20. Bank-Reconciliation-in-Tally.ERP9-I-Practical-CaseStudy1**
- **Quiz 2  
16 questions**
- **21. Bank Reconciliation in Tally.ERP9 I CaseStudy2**
- **24. Enabling GST Features in Tally.ERP9**
- **25. Recording GST Transactions in Tally.ERP9 I SMART method**
- **26. Recording-GST-Transaction Traditional-Method**
- **27. Recording GST Transactions - CaseStudy2**
- **28. GST Tax Invoice Configuration - Voucher Numbering**
- **29. Recording GST Transaction with Auto Billing**
- **30. GST Tax Invoice, Bank Details, Customer Seal Signature, Jurisdiction - Print**
- **31. Rate Inclusive of Tax Item Description in Tally.ERP9**
- **32. Recording GST Transactions - Services**
- **33. Recording GST Transactions - Assets I with Input Tax Credit I without ITC**
- **34. Recording GST Transactions - Expenses with & without Input Tax Credit**

- **35. Recording GST Transactions - Sales with Additional Expenditure**
- **37. GST- Recording RCM in Tally.ERP9**
- **Tally with GST Quiz**
- **Quiz 3**  
**18 questions**
- **55. Recording TDS Transaction in Tally.ERP9**
- **54. How to Configure TDS in Tally.ERP9 & Recording TDS Entries in Tally**
- **56. Purchase Returns & Sales Returns in Tally.ERP9**
- **53. What is TDS ( Tax deduction at source ) - How to calculate TDS - Introductio**
- **57. Delivery Notes & Receipt Notes in Tally.ERP9**
- **58. Sales OrdersQuotations in Tally.ERP9**
- **Quiz 4**  
**14 questions**
- **59. Tally.ERP9 Discounts I Trade Discounts & Cash Discounts**
- **60. PriceList's in Tally.ERP9 I Party Level & Product Level**
- **61. Auto-Interest Calculation on Overdue Installments**
- **62. Basic of Manufacturing**
- **63. Standard Manufacturing Practicals in Tally.ERP9**
- **64. Cost Centres in Tally.ERP9 (Departments Handling)**
- **65. Branch-Wise Accounts-Using Cost Centers & Godowns in Tally.ERP9**

- **66. Multi User Creation in Tally.ERP9**
- **67. Security, Password for Users in Tally.ERP9**
- **68. Tally Internal Data Verification & Tally Audit**
- **69. Recording - Year End Adjustments in Tally.ERP9**
- **Quiz 5**  
**13 questions**
- **70. Capital Adjustments | Drawings Adjustments & Closing | Profit Sharing | Spli**
- **71. Payroll - in Tally.ERP9 Introduction to Steps**
- **72. Payroll-Complete Setup Monthly Process & Stop Computation - Overall Coverage.**
- **73. Budgets in Tally.ERP9**
- **74. Calculator Usage in Tally.ERP9**
- **75. Tally Data Backup & Restore**
- **76. Alternate Units of Measurement in Tally.ERP9**
- **77. Batches Management (with Date of Manufacturing & Expiry )**
- **78. Data Searching in Tally.ERP9**
- **79. Day Book Features in Tally.ERP9**
- **Quiz 6**  
**20 questions**
- **80. POS in Tally.ERP9**
- **81. Splitting in Tally.ERP9**
- **82. Part Numbers in Tally.ERP9**

- **83. Standard Rate Setup in Tally.ERP9**
- **84. Zero Valued Transaction**
- **85. Exports I Tally to JPEG, PDF, HTML, XML**
- **86. Data Export & Import in Tally.ERP9**
- **87. Live Mailing from Tally.ERP9**
- **88. Tax Audit Due Dates Extended**
- **89. Logo Printing in Tally.ERP9**
- **Quiz 7**
- **90. Reply to Students Request Refund Applied I Deducted on GSTN I Not Credited2 b**
- **92. Budget-2020-I-Highlights-I-Old-New-Slabs**
- **93. 37th GST Council meeting I 2 Major decisions I Relaxation of filing GSTR-9 &**
- **94. Highlights-of-38th-GST-Council-Meeting**
- **96. Item Description in Tally.ERP9 - without instructor**
- **97. JobOrderProcessing-in-Tally-Application**
- **98. Tally Certifications - Student Dashboard & Job Portal Benefits**
- **99. Tally Certification Types & How to Apply for it**
- **100. Interview Tips**
- **Quiz 8**  
**12 questions**

#### **Tally & GST Quizzes, Practices, Tests & Assignments.**

- **Tally.ERP9 with GST Assignment2**  
**10 questions**

- **Tally.ERP9 with GST Practice Tests2**  
**60 questions**

**Taxation ( TDS + Income Tax Non Audit)35 lectures • 6hr 18min**

- **1\_what\_is\_tax,\_when\_taxes\_introduced\_in\_india (1080p)**
- **2\_direct\_taxes\_vs\_indirect\_taxes (1080p)**
- **3\_income\_tax\_basics,\_ways\_of\_collecting\_income\_tax (1080p)**
- **4\_when\_to\_file\_itrs-english (1080p)**
- **5\_what\_is\_itr,\_applicability\_of\_itrs (1080p)**
- **6\_what\_is\_tax\_audit,\_when\_to\_tax\_audit,\_objectives,\_forms,\_due\_dates,\_penalties**
- **7\_income\_tax\_computation\_format\_-\_all\_type\_of\_tax\_payers (1080p)**
- **8\_income\_tax\_computation\_-\_individual\_-\_english (1080p)**
- **9\_how\_to\_register\_pan\_in\_income\_tax\_portal (1080p)**
- **10\_what\_is\_form\_26as\_and\_how\_to\_view\_it (1080p)**
- **Quiz 1**  
**18 questions**
- **11\_itr-1\_filing-english (1080p)**
- **12\_itr-4\_filing-business\_and\_profession (1080p)**
- **13\_filing\_itr-4\_for\_partnership\_firm (1080p)**
- **14\_what\_is\_tds,\_tds\_basics (1080p)**
- **15\_tds\_process\_overview (1080p)**
- **16\_who\_can\_deduct\_tds (1080p)**
- **17\_how\_to\_apply\_for\_tan\_-\_new\_1\_new (1080p)**

- **18\_tds\_payment (1080p)**
- **19\_tds\_returns (1080p)**
- **20\_recording\_tds\_transactions\_in\_tallyprime (1080p)**
- **Quiz 2**  
**18 questions**
- **21\_tds\_on\_salary (1080p)**
- **22\_tds\_payments (1080p)**
- **23\_maintaining\_tds\_challan\_information (1080p)**
- **24\_download\_and\_install\_tds\_rpu-java-win\_rar (1080p)**
- **25\_download\_csi\_file -  
\_challan\_status\_inquiry\_files\_to\_\_import\_in\_tds\_returns\_pr**
- **26\_tds\_return\_preparation\_form\_26q (1080p)**
- **27\_tds\_return\_preparation\_form\_24q-new (1080p)**
- **28\_pan\_and\_tan\_registration (1080p)**
- **29\_submitting\_tds\_files-new (1080p)**
- **30\_how\_to\_view\_submitted\_tds\_and\_collect\_token\_rrr\_number  
(1080p)**
- **Quiz**  
**14 questions**
- **31\_what\_is\_tds\_certificate\_and\_types (1080p)**
- **32\_registration\_tan\_on\_tds\_traces\_portal (1080p)**
- **33\_tds\_return\_status (1080p)**
- **34\_how\_to\_download\_tds\_certificates\_form\_16part\_a\_or\_b  
(1080p)**

- **35\_download\_tds\_certificates-complete\_process (1080p)**
- **Quiz 4**  
**4 questions**

### **MS Excel - Beginner to Advanced (Full Course).**

- **1. MS Excel - Launching - Basics of Excel Main Dashboard, Interface**
- **2. MS Excel - Cells, Rows, Columns and Sheets Basics**
- **3. MS EXCEL - Home Tab Basics - Editing and Formatting**
- **4. Copy Paste Functions - All Types**
- **5. Home Tab - Customisation of Tabs**
- **6. MS Excel - Speak Cells**
- **7. Text to Columns - MS Excel Split Tool**
- **8. Characteristics of a Cell and Cell References**
- **9. Comments in MS Excel - Insert, Edit, Paste and Customise Comment Background**
- **10. Fill Series - Basics - Fill Data only, Fill Format, Fill Weekdays and more**
- **11. Fill Series-Advanced - Fill Interval, Custom Lists and Fill side**
- **12. Fill Series - Flash Fill**
- **13. MS Excel-How to Hide and Unhide Rows Columns Sheets**
- **14. Freeze Panes-Top Row Columns & Multiple Rows & Columns**

- **15. MS Excel-Filters-Learn How to Use Filter to analysis a Big Data**
- **16. MS Excel- Split Sheet Window**
- **17. MS Excel-How to Insert & Delete Cells Rows and Columns**
- **18. MS Excel-Working with Sheets**
- **19. MS Excel-View Sheets Side by Side from One Excel File**
- **20. MS Excel- Workbook Protection- Learn how to setup a Password to open Excel F**
- **21. MS excel- sheet & cells protection**
- **22. MS Excel - Concatenate-Join Multiple Text Strings into ONE**
- **23. MS Excel-Trim\_Functions- Remove unnecessary Elements from strings**
- **24. MS Excel- Print Formulas - Left Right Middle**
- **25. MS Excel - Date Related Formulas**
- **26. MS Excel-Print Page Setup Margins Size Excel to PDF**
- **27. MS Excel-Page Header & Footer Add Page Numbers Logo Report Name Date Time &**
- **28. MS Excel - Conditional Formatting**
- **29. MS excel -import data from web**
- **30. MS Excel-import data from text document with auto refresh**
- **31. MS Excel-import-text word ppt jpeg video- pdf & more objects**



- **32. MS Excel-format multiple sheets at a time**
- **33. MS Excel - HyperLinks - Links to Sheet-File-WebPages and more**
- **34. MS Excel Logical Functions Test Functions**
- **35. MS Excel IF formulas - IF - IFand - IFor - nestedIF - IFerror**
- **36. MS Excel - Student Marksheet Calculation using Sum, Nested IF, Rank, Status**
- **37. V Lookup - Exact Match and Approximate Match**
- **38. MS Excel - H Lookup**
- **39. MS Excel - X Lookup - Download and Add to your Excel**
- **40. X Look up - Basics**
- **41. MS Excel - X lookup Formula**
- **42. MS Excel - EMI and Loan Statement Preparation - PMT PPMT IPMT**
- **43. MS Excel - DropDownList Creation - Dependent List - Independent List - Data**
- **44. Data Validation - Date-List-Whole Number - Text Length- Nested If-Ifs and mor**
- **45. Macro Part1 - Designing a Form**
- **46. Macro Part2 - Recording and Running a Macro**
- **47. VBA & Macro Introduction**
- **48. 3D SUM - Calculate Multiple Sheet and analyse**
- **49. CONSOLIDATE - 3D SUM EXTENSION**

- **50. Age Calculator - Exclusive and Inclusive**
- **51. BAR CODE GENERATOR in MS Excel**
- **52. Charts - Pie Charts**
- **53. Charts - Bar Charts and Column Charts**
- **54. Auditing Tools - Trace Precedents-Dependent-Show Formula and more**
- **55. Statistical Formulas - Sum-Sumif-sumifs-avg-avgif-avgifs-count-countif-count**
- **56. INDEX**
- **57. MATCH**
- **58. PIVOT TABLE - BASICS**
- **59. Create\_a\_Pivot Chart\_from\_Table\_&\_Pivot\_Table**
- **60. Pivot\_Table\_-\_Use\_slicers\_to\_filter\_data**
- **61. Sales Register Maintenance**
- **62. commission calculation**
- **63. Attendance Sheet Preparation**
- **64. Salary Calculation**
- **65. Creating\_Professional\_Invoice\_in\_Excel**
- **66. 2D Geographi Charts - Map Chart Basics**
- **67. 2D MAPS - ADVANCED**
- **68. 3D Maps - Make scenes - Export Video - Time Lapse**
- **69. 3D MAPS - Statewise Product Sale**

## **our Support**

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## **Requirements**

- **a desire to learn new skills**

## **Description**

**Dear Students this is a bundle(combo pack) course covers following courses:**

**1. Basics of Accounting**

**2. TallyPrime**

**3. TallyPrime**

**4. GST & GST Portal Concepts (GST Master Course)**

**5. Incomes Tax(non-audit)**

**6. TDS & TCS**

**7. MS Excel**

## **Microsoft Excel - Advanced Excel Formulas & Functions**

- **Learn how to THINK like Excel, and write powerful and dynamic Excel formulas from scratch**
- **Automate, streamline, and completely revolutionize your workflow with Excel**
- **Master unique tips & techniques that you won't find in ANY other course, guaranteed**
- **Explore fun, interactive, and highly effective demos from a best-selling Excel instructor**
- **Get LIFETIME access to project files, quizzes, homework exercises, and 1-on-1 expert support**
- **Write advanced conditional, text, date and lookup functions, including XLOOKUP & Dynamic Arrays**

## **Excel Formulas 10113**

- **Introduction: Excel Formulas 101**
- **Excel Formula Syntax**
- **Writing Efficient Formulas with Fixed & Relative References**
- **Common Excel Error Types**
- **Formula Auditing: Trace Precedents & Dependents**

- **Formula Auditing: Evaluate Formula & Error Checking (PC Only)**
- **Navigating Excel Worksheets with Ctrl Shortcuts**
- **Saving Time with Function Shortcuts**
- **Accessing Tools with Alt Key Tips**
- **BONUS: Mac Shortcuts**
- **PRO TIP: Creating Drop-Down Menus with Data Validation**
- **Congrats, You're a Developer!**
- **Excel Formulas 101**  
**6 questions**
- **HOMEWORK: Excel Formulas 101**

## **Conditional Statements & Logical Operators.**

- **Introduction**
- **Anatomy of the IF Statement**
- **Nesting Multiple IF Statements**
- **Adding Conditional AND/OR Operators**
- **Using NOT & "<>" Conditionals**
- **Fixing Errors with IFERROR**
- **Common IS Statements**
- **Excel Logical Operators**
- **HOMEWORK: Logical Operators**

## **Common Excel Statistical Functions.**

- **Introduction**
- **Basic Excel Statistical Functions**
- **Extracting Values with SMALL/LARGE & RANK/PERCENTRANK**
- **Randomization with RAND() & RANDBETWEEN**
- **Row-Level Calculation with SUMPRODUCT**
- **DEMO: Calculating Shipping Costs with SUMPRODUCT**
- **Preview**
- **Conditional Aggregation with COUNTIFS, SUMIFS & AVERAGEIFS**
- **DEMO: Building a Basic Dashboard with COUNTIFS & SUMIFS**
- **DEMO: Counting Duplicates with COUNTIF & SUMPRODUCT**
- **PRO TIP: Data Profiling with COUNT & SUMPRODUCT**
- **Excel Stats Functions**
- **HOMEWORK: Common Stats Functions**

## **Lookup & Reference Functions.**

- **Introduction**
- **Working with Named Ranges**
- **Counting Rows & Columns with ROW/ROWS & COLUMN/COLUMNS**
- **Introduction to VLOOKUP/HLOOKUP**
- **Joining Data with VLOOKUP**

- **Fixing Errors with IFERROR & VLOOKUP**
- **VLOOKUP Reference Array Options**
- **Approximate Match Lookups**
- **Navigating Cell Ranges with INDEX**
- **Matching Text & Values with MATCH**
- **Combining INDEX & MATCH to Dynamically Search Ranges**
- **Combining MATCH & VLOOKUP for More Flexible Lookups**
- **TROUBLESHOOTING: VLOOKUP with Duplicate Keys**
- **SNEAK PEEK: XLOOKUP (Office 365 Only)**
- **DEMO: Building Dashboards with XLOOKUP (Office 365 Only)**
- **Selecting List Items with CHOOSE**
- **Defining Ranges with OFFSET**
- **Combining OFFSET with COUNTA to Create a Flexible Range**
- **PRO TIP: Using OFFSET to Create Interactive Charts**
- **Excel Lookup & Reference Functions**  
**5 questions**
- **HOMEWORK: Lookup & Reference Functions**

## **Text Functions.**

- **Introduction**
- **Capitalization with UPPER, LOWER, PROPER & TRIM**
- **Combining Text with CONCATENATE (&)**

- **Extracting Strings with LEFT, MID, RIGHT & LEN**
- **Converting Text to Values with TEXT & VALUE**
- **Searching Text String with SEARCH & FIND**
- **Categorizing Data with IF(ISNUMBER(SEARCH))**
- **Combining RIGHT, LEN, and SEARCH**
- **Replacing Text with SUBSTITUTE**
- **Excel Text Functions**  
**5 questions**
- **HOMEWORK: Text Functions**

## **Date & Time Functions.**

- **Introduction**
- **Understanding Excel Date Syntax with DATEVALUE**
- **Formatting Dates & Filling Date Series**
- **Creating Real-Time Functions with TODAY & NOW**
- **Extracting Time Periods with YEAR, MONTH, DAY, HOUR, MINUTE & SECOND**
- **Calculating the Month Start or End with EOMONTH**
- **Calculating % of Year with YEARFRAC**
- **Defining Time Periods with WEEKDAY, WORKDAY & NETWORKDAYS**
- **Calculating Differences Between Dates with DATEDIF (Legacy Function)**
- **DEMO: Building a Simple Budget Pacing Tool**



- **Excel Date & Time Functions**  
**5 questions**
- **HOMEWORK: Date & Time Functions**

## **Formula-Based Formatting**

- **Introduction**
- **Creating, Editing & Managing Formula-Based Rules**
- **Highlighting Rows Using the MOD Function**
- **Formatting Based on the Value of Another Cell**
- **Formatting Cells Using Stats Functions**
- **Formatting Cells Using Text Functions & Logical Operators**
- **Excel Formula-Based Formatting**  
**5 questions**
- **HOMEWORK: Formula-Based Formatting**

## **Dynamic Array Formulas**

- **Intro & Compatibility**
- **Project Intro: Maven Recruiters**
- **Legacy vs. "Dynamic" Excel**
- **Spill Range Properties**
- **PRO TIP: Growing Source Data**
- **Common Dynamic Array Functions**
- **The SORT Function**

- **The SORTBY Function**
- **The FILTER Function**
- **The UNIQUE Function**
- **PRO TIP: Drop-Down Lists with SORT & UNIQUE**
- **Combining SORT, FILTER & UNIQUE**
- **Referencing Spill Ranges in Calculations**
- **Conditional Formatting with Dynamic Arrays**
- **PRO TIP: Creating Charts from Dynamic Arrays**
- **The SEQUENCE Function**
- **PRO TIP: Top N Calculations with SEQUENCE & LARGE**
- **The RANDARRAY Function**
- **PRO TIP: Creating Random Top N Lists**
- **The FREQUENCY Function**
- **The TRANSPOSE Function**
- **PRO TIP: Joining Dynamic Arrays with CHOOSE**
- **PRO TIP: Declaring Variables with LET**
- **QUIZ: Dynamic Array Formulas**
- **HOMEWORK: Dynamic Array Formulas**
- **Introduction**
- **Creating Custom References with INDIRECT**
- **Linking to Worksheet Locations with HYPERLINK**

- **Real-Time Weather Conditions with WEBSERVICE & FILTERXML (Part 1)**
- **Real-Time Weather Conditions with WEBSERVICE & FILTERXML (Part 2)**
- **Bonus Excel Functions**  
**3 questions**

### **Income Tax E-Filing**

- **Introduction of Income Tax**
- **Computation and Filing of ITR01**
- **Computation and E Filing of ITR02 ( Income from House & Property )**
- **Computation and E Filing of ITR02 ( Income from Capital Gain & Agriculture )**
- **Computation & E Filing of ITR03**
- **Computation of Presumptive income & E Filing of ITR04**
- **Computation of Partnership Firm & E Filing of ITR05**
- **Computation of Companies Return & E Filing of ITR06**
- **Online Registration for PAN**

### **Module-2**

#### **Tax Deducted at Source (TDS) / Tax Collected at Source (TCS)**

- **Introduction of Taxation in India**

- **Payment to other than Salary Return 26Q**
- **TDS Return Form 26Q**
- **Salary Components with Payroll**
- **TDS Return Form 24Q**
- **Tax Collection at Sources**
- **Payment to Non-Resident 27Q**
- **About Traces Website**
- **Interest & Penalty**
- **TDS on Property & Rent**
- **TAN (Tax deduction & collection)**

**THANK YOU**

**BE WISE, BE RICH**

**IICF**