

GOODS & SERVICES TAX (GST) ACCOUNTS ASSISTANT

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TOTAL DURATION: 100 HOURS

- I. THEORY: 53 HOURS**
- II. PRACTICAL: 47 HOURS**

OBJECTIVE

Accounts desk is the most important division of any organization. The score keeper and the action determinant spectrum of any business. The scope of a qualified accountant has only increased with the advent of GST in India. More and more businesses have become systematic and transparent in their operations which calls for a qualified accountant who is well versed in GST norms and filing. The motto of this course is to create professional accountant who show up to the mark and support organization to comply to regulatory instructions and keep them credible and in good will.

EXIT PROFILE

- ✓ Get Practical Knowledge in Goods and Service Tax and its Registration
- ✓ Get a good knowledge Incidence of Taxation and calculation of Tax Liability
- ✓ Get a good knowledge in Maintenance of Books & Records
- ✓ Can do GST Payments.

CAREER PATH

- ✓ Become a GST Professional

STUDENTS' PREREQUISITE

- ✓ Graduation in commerce or allied subject + Basic computer knowledge

STUDENTS' PREREQUISITE

- ✓ Graduation in commerce or allied subject.
- ✓ The individual needs to have excellent understanding of accounting processes. In addition to having problem solving skills, the individual must be self-driven and organized with his work and act with integrity when performing multiple tasks for the organization.
- ✓ Certified for Job Role: "Goods & Services Tax (GST) Accounts Assistant" mapped to QP: "BSC/Q0910". Minimum accepted score as per SSC guideline is 80%
- ✓ Experience preferred but not mandatory

COURSE OUTLINE

- ✓ Understanding GST concepts
- ✓ Incidence of taxation
- ✓ Registration
- ✓ Calculation of tax liability

- ✓ Maintenance of books & records
- ✓ Payment under GST

MARK DISTRIBUTION

GOODS & SERVICES TAX (GST) ACCOUNTS ASSISTANT						
Subject	Time (In hours)		Total (In hours)	Marks		Total
	Theory	Practical		Theory	Practical	
GST using Tally	53	47	100	50	100	150
Total	47	53	100 hrs	50	100	150

MODULE IN DETAIL

MODULE 1: UNDERSTANDING GST CONCEPTS (15 HOURS)

- ✓ Describe Goods & Services with their cross linkages
- ✓ Identify the Fundamental Concepts of GST
- ✓ Identify cases where CGST and SGST will work simultaneously
- ✓ Explain how IGST is levied
- ✓ Identify whether a transaction is taxable under CGST, IGST or SGST

MODULE 2: INCIDENCE OF TAXATION (10 HOURS)

- ✓ Identify the Incidence of Taxation
- ✓ Learn about Time of Supply of Goods
- ✓ Learn on Purpose of place of supply
- ✓ Define Location of supplier of goods
- ✓ Define the recipient with respect to supplies involving payment and supplies not involving payment

MODULE 3: REGISTRATION (10 HOURS)

- ✓ Outline the PAN based Registration Process, its rules, and the Purpose of registration
- ✓ Explain single or separate registration for business vertical
- ✓ Identify whether registration should be done centrally or selectively in each state
- ✓ List the details to be furnished during registration
- ✓ Identify common mistakes made during registration
- ✓ Differentiate between Taxable Person vs. Registered Person
- ✓ Identify the Registration Timelines – Migrations
- ✓ Explain the benefits of registration
- ✓ Demonstrate form filling with case studies

MODULE 4: CALCULATION OF TAX LIABILITY (33 HOURS)

- ✓ Define Input Credit
- ✓ Identify Input Tax Credit eligibility using case studies
- ✓ Explain the concept of reversal of VAT
- ✓ Define tax liability for Goods in Transit
- ✓ Define Consideration

- ✓ Value transactions having non- monetary consideration

MODULE 5: MAINTENANCE OF BOOKS & RECORD (24 HOURS)

- ✓ Maintain different types of ledgers
- ✓ Prepare documents such as Invoice, Credit Note and Debit Note.
- ✓ Identify the different types of returns and their applicability to the business- Monthly Returns, Quarterly Returns
- ✓ Navigate the GST Websites-GSTN, CBEC etc.
- ✓ File periodic returns online

MODULE 6: PAYMENT UNDER GST

- ✓ Identify the Types of Payment, Modes of Payment, Rules of Collection of Tax
- ✓ Prepare different Challans, CPIN & CIN
- ✓ Distinguish between TDS and TCS
- ✓ Identify cases for reversal of credit
- ✓ Calculate tax based on various Case studies
- ✓ Memorize the due dates for payment
- ✓ List the Penalties for late payments
- ✓ Demonstrate the process of online payment

(47 HOURS PRACTICAL & 53 HOURS THEORY)