

# **Aggarwal College Ballabgarh**

**A Post Graduate Co-educational College  
(Affiliated to M. D. University, Rohtak)  
NAAC Accredited 'A' Grade (CGPA: 3.40)**

## **Diploma Course in Financial Management (For BBA (CAM) & BBA Students)**

**This programme contains six certificate courses and one diploma course**

- Certificate in Personal Computing and Digital Lifestyle
- Certificate in Advance Business Analysis tools and Techniques
- Certificate in Computerized Financial Accounting Using Tally ERP 9, level 1
- Certificate in Computerized Financial Accounting Using Tally ERP 9, level 2
- Certificate in Corporate Finance and Management Accounting for Management.
- Certificate in Capstone Project using Tally ERP 9 with GST and implementation of TDS transactions.

### **Objectives**

- To enable the learner to use MS Office Excel 2013 to analyze and calculate complex data
- To enable the learner to understand & apply scenario based problem solving techniques.
- To enable the learner to introduce accounting on computers Using Tally ERP 9.
- To enable the learner to work on tax and Payroll management using Tally ERP 9.
- To enable the learner to understand corporate finance and Accounts Management.
- To enable the learner to implement the tools & techniques learnt in the entire program and helps student to develop inter personal skills.

### **Benefits**

After the completion of this course

- The student will be able to apply advanced features of MS Excel 2013 and it will benefit them at their work place leading to increase in productivity and efficiency.
- The student will be able to perform financial analysis and use financial techniques effectively.
- The learner acquires necessary knowledge & Skills so as to effectively manage accounting & inventory.
- The learner acquires various skills required to apply statutory compliance and implementation of payroll using Tally ERP 9.
- The student will be able to apply the concepts of Capital Management and Capital Budgeting.
- The student will be practically exposed to all contents learnt in previous semesters.

### **Duration**

300 Hours

## **Examination**

### **Semester-1**

<b>Paper</b>	<b>Title of the paper</b>
Paper-1	Understanding Data using MS Office
Paper-2	Data Analysis using MS Office Excel 2013

### **Semester-2**

<b>Paper</b>	<b>Title of the paper</b>
Paper-1	Introduction of Business Analysis
Paper-2	Financial Analysis and Techniques

### **Project: 20 hours**

Using Advance Excel to do Analysis (Case Study).

### **Semester-3**

<b>Paper</b>	<b>Title of the paper</b>
Paper-1	Introduction of Accounting
Paper-2	Fundamentals of Tally ERP 9

### **Semester-4**

<b>Paper</b>	<b>Title of the paper</b>
Paper-1	Basics of Taxes
Paper-2	Payroll Management using Tally ERP 9

### **Project:20hours**

Implementation of TDS / TCS and Tax transactions.

## **Semester-5**

<b>Paper</b>	<b>Title of the paper</b>
Paper-1	Fundamental of Financial Management
Paper-2	Corporate Finance and Accounts Management

## **Semester-6**

<b>Paper</b>	<b>Title of the paper</b>
Paper-1	Professional Skill Development
Paper-2	Project Study on Taxes, Finance and Accounts

**Final Certificate after successful completion of three years: Diploma in Financial Accounting**

## **SEMESTER: 1**

### **Objective**

This Course enables the learner to use MS Office Excel 2013 to analyze and calculate complex data

### **Benefit**

After completing this course, student will be able to apply advanced features of MS Excel 2013 and benefit at their work place by increasing productivity and efficiency.

### **Duration**

50 Hours

### **Examination**

Pen& paper examination will be conducted on completion of the course

### **Course contents & Syllabus**

#### **Understanding Data using MS Office –Paper 1**

- Organize, analyze and present data for operations and reporting purposes
  - Worksheets.
  - Workbook.
  - Cells.
  - Rows and columns.
  - Represent data in rows and columns
  -
- Perform "what-if" & data analysis for developing financial, marketing and plans
  - Goal seeks.
  - Scenario Manager.
  - Solver.
- Use tools & techniques to process and enhance the usefulness of data
  - Conditional formatting.
  - Summarizing Data.
- Organize and process statistical, mathematical, financial, and logical data
  - Mathematical functions.
  - Financial functions.
  - Logical functions.

#### **Data Analysis using MS Office Excel 2013– Paper 2**

- Employ new approaches such as PowerPivot for tabulating and managing data.
  - Pivot tables.
  - Usage of Pivot tables.
  - Sorting and filtering.
  - Conditional formatting.
  -
- Create management dashboards dynamically using PowerPivot & Power View
  - View selected data.
  - View data using charts.
- Translate analysis into meaningful charts and graphs for better visual appeal
  - Graphs
  - Different types of Graphs.
  - Representing data using graphs.
  -
- Analyze, interpret, summarizing, and presenting data using PivotTables and PivotCharts
  - Pivot charts using pivot tables.
- Automate repetitive tasks to minimize manual labor in data analysis
  - Macros.
  - VB builder.

## Certification

Certificate in Personal Computing and Digital Lifestyle

## **SEMESTER: 2**

### **Objective**

This Course enables the learner to understand & apply scenario based problem solving techniques.

### **Benefit**

After completing this course, student will be able to perform financial analysis and use financial techniques.

### **Duration**

50 Hours

### **Examination**

Pen & paper examination will be conducted on completion of the course

### **Course contents & Syllabus**

#### **Introduction of Business Analysis – Paper 1**

- Financial Statements
  - Identify the three constituents of financial statements
  - Identify the uses of financial statements
  - Learn about appreciation and depreciation
  - Learn about ageing analysis
  - Identify the steps to process import data into excel from web
- Financial Calculations and Formulas
  - Learn to calculate the present value of an uneven cash flow
  - Understand the meaning of sinking fund
  - Identify the types of perpetuity
  - Learn to calculate the present value of perpetuity
  - Learn to calculate PMT, future value and NPV using excel formulas
- Bond and Equity Valuation
  - Identify the various methods of bond valuation
  - Identify the terms and terminologies associated with bond valuation
  - Identify common yield measures
  - Learn about investment risk and returns
- Ratio Analysis-Part 1
  - Identify the role of financial ratios in analysing financial data
  - Identify the types of liquidity ratios
  - Identify the types of turnover ratios
- Ratio Analysis-Part 2

- Understand the meaning of accounting ratios
- Identify the objectives of accounting ratios
- Identify the types of capital structure ratios
- Identify the types of coverage ratios

## **Financial Analysis and Techniques – Paper 2**

- **Budgets and Budgetary Control**
  - Define budget
  - Identify the advantages of making budget
  - Understand the meaning of budgetary control
  - Define financial models and its components
  - Identify the objectives of budget
  - Identify the methods used for forecasting sales in an organisation
  - Define cash budget
  - Identify the limitations of budget
- **Evolution of Money and Banking**
  - Trace the evolution of money
  - Trace the evolution of banking
- **Financial Intermediaries**
  - Understand the need of financial intermediaries
  - Identify various types of financial intermediaries
- **Role of Banks**
  - Appreciate banking as a business trust
  - Define the loan or credit services offered by the banks
  - Define retail credit services offered by banks
  - Define wholesale or corporate credit offered by banks
  - Define the services offered by banks as consultant to the payment system
- **Technology and Trends in Banking**
  - Identify the role of technology in banking
  - Identify new products in banking leveraging technology
- **KYC and AML Guidelines**
  - Identify and follow the Know Your Clients (KYC) guidelines
  - Understand the KYC policy and procedures

### **Certification**

Certificate in Advance Business Analysis tools and Techniques for management

Project: 20 hours

Using Advance Excel to do Analysis (Case Study).

**SEMESTER: 3**

## Objective

This Course enables the learner to introduce accounting on computers Using Tally ERP 9.

## Benefit

After completing this course, the learner acquires necessary knowledge & Skills required for effectively manage accounting & inventory.

## Duration

52 Hours

## Examination

Pen & paper examination will be conducted on completion of the course

## Course contents & Syllabus

### **Introduction of Accounting – Paper 1**

- Fundamentals of Accounting
  - Understand the meaning of accounting
  - Identify the importance of accounting
  - Identify the terms used in accounting
  - Understand the accounting assumptions, concepts and principles
  - Identify the types of accounts
  - Learn and follow the golden rules of accounting
  - Understand the double entry system of accounting
- Journalising and Posting of Transactions
  - Classify transactions according to their nature
  - Learn about subsidiary book and control accounts
  - Learn about trial balance
  - Learn about trading and profit & loss account
  - Match balance sheet
- Maintaining Chart of Accounts in Tally.ERP9
  - Gain knowledge about computerized accounting
  - Create a company
  - Select and shut a company
  - Set companies chart of accounts by creating ledgers and groups
  - Display the company chart of accounts
- Fundamental of Inventory Management
  - Understand the meaning of inventory
  - Learn about inventory management
  - Identify the terms used in inventory management



- Identify different types of inventory valuation
- **Stock Keeping Units**
  - Create stock groups
  - Create units of measure
  - Create stock items and godowns
  - Define stock opening balance
- **Recording of Day to Day Transactions**
  - Record contra vouchers
  - Record payment and receipt vouchers
  - Record sales and purchase vouchers
  - Record credit note and debit note vouchers
  - Record journal and optional vouchers
  - Record memorandum voucher
  - Record inventory vouchers
  - Record stock transfers
- **Accounts Receivable and Payable Management**
  - Maintain party-wise bill details in Tally .ERP9
  - Keep track of receivable and payables
  - Set-off bills using the different methods of adjustment
  - Make partial and full payment entries
  - Record credit transactions
  - Manage outstanding credit limits
  - Manage performance of debtors

## **Fundamentals of Tally ERP 9 – Paper 2**

- **Banking**
  - Configure cheque printing
  - Manage cheque in Tally.ERP9
  - Print cash and cheque deposits slips
  - Print payment advice
  - Perform bank reconciliation
  - Record post-dated cheque
  - Activate auto bank reconciliation
  - Activate auto bank reconciliation in Tally.ERP9
  - Manage E-payments in Tally.ERP9
  - Check e-payments reports
- **Incomes**
  - Create and maintain the cost categories
  - View reports relating to cost centres and cost categories
  - Create and maintain cost centres class
  - Generate reports related to cost centre and categories
- **MIS Reports**

- Identify and list the purpose of different MIS reports
  - Generate MIS reports in Tally .ERP9
  - Customize and analyse MIS reports in Tally .ERP9
- **Storage and Classification of Inventory**
  - Learn to manage godowns
  - Create and store inventories in godowns
  - Record purchase and sales vouchers with godowns
  - Identify stock categories
  - Maintain summary reports
  - Create and maintain batch-wise details
  - Record transaction by honouring the expiry date of batches
- **Management of Purchase and Sales Cycle**
  - Handle complete sales and purchase order processing
  - View order details and outstanding reports
  - Close orders due to cancellation, lack of stocks of return of goods etc
- **Price Levels and Price Lists**
  - Create and maintain price levels and price lists
  - Use price lists while passing invoice
- **Manufacturing Process**
  - Understand manufacturing process
  - Create manufacturing journal voucher
  - Record stock journal vouchers
  - Check reports like cost estimation and transfer analysis

## **Certification**

Certificate in Computerized Financial Accounting Using Tally ERP 9, level 1

## **SEMESTER: 4**

### **Objective**

This Course enables the learner to work on tax and Payroll management using Tally ERP 9.

### **Benefit**

After completing this course, the learner acquires necessary knowledge & Skills required for to apply statutory compliance and Implement payroll using Tally ERP 9

### **Duration**

52 Hours

### **Examination**

Pen& paper examination will be conducted on completion of the course

### **Course contents & Syllabus**

#### **Basics of Taxis – Paper 1**

- Getting Started with GST 1
  - Activate GST for a company in Tally.ERP9
  - Record and maintain GST registration details for the company
  - Transfer input credit
  - Print GST invoices
  - Record good return
  - Define tax rated at different level
  - Record GST tax payment
  - Generate GSTR-1 and GSTR-2 reports
  - Export GSTR 1 return
  - Learn about the accounting of supply of services and exempted services
- Getting Started with GST 2
  - Activate GST for a company in Tally.ERP9
  - Record and maintain GST registration details for the company
  - Transfer input credit
  - Print GST invoices
  - Record good return
  - Define tax rated at different level
  - Record GST tax payment
  - Generate GSTR-1 and GSTR-2 reports
  - Export GSTR 1 return
  - Learn about the accounting of supply of services and exempted services
- Tax Deduced at Source 1
  - Configure tax deducted at source in Tally.ERP9
  - Configure TDS at different levels
  - Record different types of TDS transactions
  - Handle expenses partly subjected to TDS
  - Manage the accounting of multiple expenses
  - Manage accounting of TDS at zero and lower rate

- Manage accounting of TDS on fixed assets
- Manage payment of TDS to government
- Generate TDS reports and challans
- **Tax Deducted at Source 2**
  - Configure tax deducted at source in Tally.ERP9
  - Configure TDS at different levels
  - Record different types of TDS transactions
  - Handle expenses partly subjected to TDS
  - Manage the accounting of multiple expenses
  - Manage accounting of TDS at zero and lower rate
  - Manage accounting of TDS on fixed

## **Payroll Management using Tally ERP 9 – Paper 2**

- **Securing Financial Information**
  - Learn to use security control features to secure financial data
  - Create and alter security levels in Tally.ERP9
  - Create users and passwords under different security levels
  - Learn to login with different user credentials
  - Use Tally Vault to secure the financial data
  - Identify the benefits of TallyVault password
  - Understand the meaning of password policy
- **Data Management and Financial Year End Process 1**
  - Backup and restore company data in Tally.ERP9
  - Export and import data in Tally.ERP9
  - Export data in different formats like Excel and PDF
  - Know the E-mailing capabilities of Tally.ERP9
  - Learn to use E-mail facility in Tally.ERP9
  - Learn to split the company data
- **Data Management and Financial Year End Process 2**
  - Backup and restore company data in Tally.ERP9
  - Export and import data in Tally.ERP9
  - Export data in different formats like Excel and PDF
  - Know the E-mailing capabilities of Tally.ERP9
  - Learn to use E-mail facility in Tally.ERP9
  - Learn to split the company data

## **Certification**

Certificate in Computerized Financial Accounting Using Tally ERP 9, level 2

Project: 20hours

Implementation of TDS / TCS and Tax transactions.

## **SEMESTER: 5**

### **Objective**

This Course enables the learner to understand corporate finance and Accounts Management.

### **Benefit**

After completing this course, student will be able to understand capital Management and Capital budgeting.

### **Duration**

48 Hours

### **Examination**

Pen & paper examination will be conducted on completion of the course

### **Course contents & Syllabus**

#### **Fundamental of Financial Management – Paper 1**

- Introduction to Financial Management
  - Describe subject of financial management
  - Identify the goals of the financial management
  - Understand the basics of Financial management
- Strategic Financial Management
  - Identify the Types of Finances.
  - Learn About the financial decision making.
  - Understand the fund requirement of the organization.
  - Understand the significance of strategic financial planning.
  - Estimate financial requirements.
  - Identify the methods and tools of financial management
  - Identify the types of risks associated with business
  - Learn to calculate operation and net profit
  - Understand the relevance of time value of money in financial decisions
  - Identify basic jargons used in finance
  - Understand the nature of financial analysis
- Tools of Financial Analysis
  - Understand nature and types of financial analysis
  - Understand the advantages and disadvantages of financial analysis
  - Understand various tool of financial analysis
- Working Capital Management & Capital Budgeting :

- Understand the various concepts relating to capital budgeting
  - Understand various concepts relating to capital investment decisions
  - Understand the factors affecting capital investments and project evaluation
- **Capital Investment Decision**
  - Understand various techniques of capital budgeting decisions making
  - Understand practical application of various capital budgeting techniques
- **Capital Budgeting Principles and Techniques**
  - Understand the meaning of risk and uncertainty
  - Identify the risk and investment proposals
  - Describe the risk and uncertainty incorporated methods of capital project evaluation
- **Source of Finance**
  - Gain knowledge about the long-term sources of finances
  - Gain knowledge about short term sources of finance
- **Long Term Sources and Short term sources of finance**
  - Choose between short-term and long-term source depending upon the objective
  - Determine the best suited resource among the various short-term and longterm resources
  - Apply the characteristic features of new instruments and incorporate them in a given business depending upon their characteristic features and advantage
- **Bank Finance**
  - Understand Term Loan Concepts
  - Identify Steps involved in term loans
  - Identify the Terms and conditions for granting term loans for projects
  - Identify the Procedure for Loan Disbursement
  - Identify the term lending institutions in India
  - Identify the steps in Term Loan Processing
  - Identify the procedure for term loan
  - Know the Loan Amortization Schedule.
- **Project Appraisal**
  - Understand the concepts relating to Project Report
  - Understand elements of Financial Analysis
- **Determination of capital structure**
  - Get introduced to capital structure
  - Identify the features of appropriate capital structure
  - Identify the forms of capital structure
  - Identify the need for capital structure
  - Identify the key considerations in capital structure planning
  - Identify the factors influencing pattern of capital structure
  - Identify the determinant of capital structure
  - Identify the principles of capital structure decisions
  - Know the criteria for determining pattern of capital structure
  - Understand the capital structure theories
  - Learn about taxation and capital planning
  - Understand the relevance of debt-equity ratio in public enterprises
- **Capital Structure and cost of capital**
  - Learn and follow capital structure policies
  - Learn and follow guidelines for capital structure decisions

- Understand the relationship between EBIT and EPS
  - Identify the importance of IT in finance
- **Leverages**
  - Identify the characteristics of leverage
  - Identify the types of leverage
  - Identify the uses of leverage
  - Analyse EBIT and EPS
  - Identify the importance of leverage
- **Cost of Equity, Cost of Debt and Cost of retained earnings**
  - Calculate cost of equity
  - Calculate cost of preference share capital
  - Calculate cost of retained earnings
  - Calculate cost of debt
  - Identify the managerial decisions effects on cost of capital
- **Weighted Average Cost of Capital (WACC)**
  - Understand the concept of WACC
  - Learn to calculate WACC
- **Cost of capital and Required Rate of Returns**
  - Learn about cost of capital and required rate of returns(RRR)
  - Identify the determinants of required rate of return
  - Understand the use of cost of capital in managerial decisions
  - Learn about the cost of capital strategy in business

## **Corporate Finance and Accounts Management –Paper 2**

- **Management of Finance**
  - Identify balancing financial goals concerning substantial growth
  - Identify the changing paradigm in financial goals
  - Understand the shifting approach in finance organization
- **Working With Capital Management**
  - Estimate the different components of current assets
  - Learn how to arrive at required working capital requirements
- **Cash Management**
  - Understand practical aspects of cash management
  - Understand relevance of cash management in finance
- **Receivable Management**
  - Understand the importance of receivable management
  - Identify the credit management process
  - Identify the factors affecting policies for managing accounts receivables
- **Inventory Management**
  - Identify the techniques of inventory management
  - Identify the steps for integrated working capital planning
  - Learn about the inventory management strategy and systems
  - Learn to reduce cost through inventory management
- **Indian Financial Market.**
  - Identify the constituents of a financial system
  - Learn about money market and capital market
  - Understand the regulatory framework

- Learn about the financial market development in India
  - Learn about stock exchanges
- **Financial Market Operations**
  - Gain knowledge about Indian financial system reforms
  - Learn about public issue
  - Learn about underwriting of shares
  - Learn about corporate governance
- **Management of Financial Services**
  - Identify the agencies providing financial services
  - Classify financial intermediaries in India
  - Identify the scope of financial services
  - Identify new financial products and services
  - Identify the sources of revenue of financial intermediaries
  - Identify the challenges faced by financial services sector saving mobilisation
  - Identify the modern activities of financial services
  - Understand the financial services operations in India
- **Globalisation of Financial Markets International Financial Management**
  - Identify the facets of globalization and their manifestations
  - Identify the constituents of sound governance in the contemporary world
  - Learn about the developments in global finance
  - Identify the recent changes in global financial markets
  - Understand AS-31 and AS-32
  - Learn about European monetary system
  - Learn about American depositary receipt and global depositary receipt (GDR's)
  - Identify the functions of Learn and identify the meaning and scope of international finance
  - Learn about foreign exchange market
- **Financial Derivatives**
  - Identify the basic financial derivatives
  - Identify the features of financial derivatives
  - Learn about financial engineering growth and development
  - Identify the characteristics of financial engineering
  - Identify the reasons for rapid growth in financial engineering
  - Identify the tools of financial engineering
  - Identify the benefits of financial engineering
  - Identify the uses of financial engineering
- **Restructuring of Business**
  - Discuss the meaning and Different forms or types of Corporate Restructuring
  - Understand the terms used in Corporate Restructuring and Categories of Corporate Restructuring
- **Financial Reporting Regulations**
  - Understand IFRS and Indian Situation
  - Understand GAPP (Generally Accepted Accounting Principles)
- **Investment Analysis**
  - Learn the concepts of Investment Analysis
  - Understand CAPM and APT Model
- **Portfolio Management**
  - Understand the concepts of Portfolio Management
  - Learn the measures of Portfolio
- **Dividend Policy**
  - Understand the meaning of dividend
  - Identify the types and purpose of Dividend



- Identify various factors which influence the determination of Dividend Policy
- Performance Measurement Criteria
  - Understand the concept of Corporate Governance
  - Understand corporate governance in financial sector
- Ethical issues in Financial Management
  - Understand the importance of Ethics in Business Finance
  - Understand Ethical Issues in financial Management

## Certification

Certificate in Corporate Finance and Management Accounting for Management.

## **SEM:6**

### **Objective**

This Course enables the learner to implement the tools & techniques learnt in the entire program and helps student to develop inter personal skills.

### **Benefit**

After completing this course, student will be well versed with all contents learnt in previous semesters

### **Duration**

48 Hours

### **Examination**

pen& paper examination will be conducted on completion of the course

### **Course contents & Syllabus**

Professional Skills

### **Professional Skill Development –Paper 1**

- **Effective Conversation.**
  - Identify the importance of conversation in communication
  - Explain the stages in a conversation
  - Identify the constituents of a good conversation
  - Understand the techniques to improve conversation
  - Identify common errors in speech
  - Practice conversational skills through role play
- **Assertive Communication**
  - Assess your assertive communication skills
  - Identify the features of assertive communication
  - Understand the techniques for assertiveness
  - Understand types of questions
  - Practice asking quality questions
- **Written Communication**
  - Identify the need of effective business writing
  - Understand the types of business writing
  - Appreciate and use five C's of effective writing
  - Identify and correct mistakes in writing
  - Identify how to make business writing effective
- **Self-Presentation**
  - Understand the concept and importance of first impressions
  - Understand the concept of 'self-brand'
  - Understand the importance of creating a visual identity
  - Understand grooming guidelines
- **Working in Teams.**
  - Understand teamwork and the importance of working in teams
  - Understand team roles and the responsibilities of a team member
  - Explain effective leadership
- **Critical Thinking and Problem Solving**
  - Apply critical thinking and problem solving techniques and processes
  - Summarise the process and conclusions derived

- Perform project management activities to fulfil the requirement of the assigned project
- **Health, Safety and Security**
  - Explain the need for workplace safety
  - Explain the basic workplace safety guidelines
  - Identify the common safety signs used
  - Identify and address security tests and risks
- **Planning and Prioritizing**
  - Explore the various strategies of effectively utilizing the available time
  - Create an action plan to manage time
  - Identify your role and responsibilities in carrying out your work
  - Identify the need to plan and organize your work to achieve targets and deadlines
- **Values and ethics concepts**
  - Understand the importance of business ethics
  - Understand the importance of business values
  - Identify the role of business values on quality and business growth
  - Evaluate what is responsibility and how to become responsible
  - Apply the guidelines for showing respect and maintaining integrity
- **SWOT and Self-Awareness**
  - Recognise personal strengths and weaknesses
  - Understand Personal Quality Initiative (PQI)
  - Create a self-development plan
- **Providing Data in Various Formats**
  - Understand the importance of presenting data in professional life
  - Identify the guidelines when presenting data
  - Identify the tools used to present and report data
  - Identify the different formats and reporting types used in professional life
- **Develop your knowledge, skills, and competence**
  - Provide data/ information in standard formats
  - Identifying training needs
  - Understanding Organization Policies and Procedures
  - Aptitude Test practice
- **Understanding Organization Policies and Procedures**
  - Understand the need of organisation policies and procedures
  - Identify the common policies and procedures used in organizations

## **Project Study on Taxes, Finance and Accounts –Paper 2**

Case Study based project using the tools & techniques learnt in the entire program.

- Create the company in Tally.ERP9.
- Configure GST in Tally.ERP9.
- Creation of master for GST.
- Creation of ledgers as per opening Trial Balance.
- Create Stock Group.
- Create Stock items.
- Enter transactions for April to 1st Jul 2017.
- Enter transactions for 2nd Jul 2017 to Aug 2017.
- Configure TDS in Tally.ERP9.
- Enter transactions related to TDS.
- Generate TDS report.
- Generate GST report.

- Create Stock Summary as on 2nd Jul 2017.
- Display Trial Balance as on 2nd Sep 2017.
- Daybook Report from 1st Jul 2017 to 02nd Sep 2017.
- Clear backlog (if any).

### Certification

Certificate in Capstone Project using Tally ERP 9 with GST and implementation of TDS transactions.