

Course V - DIGITALIZED GOODS AND SERVICE TAX

Learning Objectives: The course aims to achieve following objectives-

1. To understand the objectives, scope, provisions, implications and applications of Good and Services Tax
2. Equipped with the knowledge of GST and its relevance
3. Comprehensive understanding of overall structure and assessment of GST and payment of Goods and Service Tax using computer hardware and software packages in a business set-up.

Course Content:

Unit I - Introduction: GST and its application, digital filing of tax return

Use of Computer (Hardware and Software) in GST: Use of MS excel and other Software Packages such as Tally.ERP9. Preparation of Business records using Microsoft Office: Use of Excel for preparing GST Records; Analysis of GST Data
Use of Microsoft Power Point for Presentations; Use of Microsoft word for GST Reports

Unit II

Tax Invoice, Credit & Debit Notes and Assessment

Tax invoice, delivery challan, contents, bill of supply, receipt voucher, refund voucher, payment voucher and revised invoice. Appeal against adjudication order, non- appealable decisions & orders, ground of appeal, procedure for appeal, revision authority, Registration and Returns under GST, Assessment, GST Authorities and Appeals

Unit III

Maintenance of Electronic Records and Documents for GST

Maintaining Online Ledgers – Tax liability ledger, Cash Payment ledger.

Online Tax Records-Tax invoice, Credit notes and Debit notes, Electronic way Bill.,
Bill of supply.

Unit IV

Scrutiny of returns; Anti-profiteering; Avoidance of dual control

Penalty: Offences and penalties; Appeal and Revision of assessment; Demands and
Recovery. Advance Rulings, Tax deduction at sources and Advance tax statements

Unit V-Assessment and Filing of Tax Returns

Assessment: Self-assessment; Provisional assessment, Summary assessment
Summary and scrutiny; Taxability of e-Commerce, e-waybills; Zero-rated supply

Filing of Tax Returns

Procedure for Filing of tax returns of GST, Matching tax credits and due dates;
Payment of tax, Interest and Levy of Late fees. E-filing returns

References:

- 1) GST ready reckoner – Taxmann –V.S.Datey.
- 2) Indirect Taxes law & practice - Taxmann – V.S.Datey.