

**Course Name : Computerized Accounting System - II**

**Course Code : COM (H) 226**

**Course Instructor : Mr. Nitin Gupta**

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**Hours: 3+2**

**Credits: 2**

**Course Description:** In this course students are trained to operate accounting software (Tally). All students irrespective of their backgrounds can learn the practical accounting with the help of software. This course will broadly deal in accounting for value added tax, central sales tax, tax deducted at source, tax collected at source, service tax, payroll management and generating reports. After completion of this course student will be having complete knowledge of tally and will be able to use this software for practical accounting.

**Course Content:**

- Value Added Tax (VAT)
- Central Sales Tax (CST)
- Tax Deducted at Source (TDS)
- Tax Collected at Source (TCS)
- Service Tax
- Payroll Accounting and Compliance

**Knowledge Outcome**

At the end of the course, the student should be able to:

- Learn application of various taxes with the help of Tally ERP 9
- Payroll management

**Skill Outcome**

- Will be able to do advance accounting with the help of tally ERP 9
- Will know how to generate tax reports from tally ERP 9
- Will be able to do payroll and PF accounting

**Methodology:**

- 45 lectures to discuss the theoretical and practical concepts.
- 15 Practical's to understand application of theoretical and practical aspects of tally.
- 8 Assignments based on theoretical and practical concepts taught in class.
- 3 Quizzes
- Use of tally ERP 9

**Grading:**

**Internal assessment** - **50%**

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| i.   | Assignments          | 10% |
| ii.  | Quizzes              | 5%  |
| iii. | Attendance           | 5%  |
| iv.  | In-house Practical's | 10% |
| v.   | Mid-term exam        | 20% |

**End Term Exam** - **50%**

**Text Book:**

Computerized Accounting System, Sahaj Publications, Tally ERP 9 Volume 1 & 2

## Lecture Schedule

<b>Lecture: 1</b>	
Pedagogy	<ul style="list-style-type: none"> <li>• Power Point Presentation</li> <li>• Tally ERP 9 Software</li> </ul>
Topics to be covered	<b>Configuring VAT in Tally ERP 9</b> <ul style="list-style-type: none"> <li>• Company setup</li> <li>• Enabling Value Added Tax</li> <li>• VAT Classifications</li> </ul>
Learning Motivation	After studying this lecture students will be able to classify and configure the features of VAT in tally
Readings	(Computerized Accounting System) Sahaj Publications (Tally ERP 9 Volume 3) Pages: 4 - 6.
Case Study/Practical	-
Assignment/Quiz/Project	-
Instructions for Next lecture	Study the process of creating masters in tally

<b>Lecture: 2</b>	
Pedagogy	<ul style="list-style-type: none"> <li>• Power Point Presentation</li> <li>• Tally ERP 9 Software</li> </ul>
Topics to be covered	<b>Creating Masters</b> <ul style="list-style-type: none"> <li>• Creating Purchase Ledger</li> <li>• Creating Sales Ledger</li> <li>• Creating Input VAT Ledger</li> </ul>
Learning Motivation	Students will be able make basic ledgers required for computation of VAT
Readings	(Computerized Accounting System) Sahaj Publications (Tally ERP 9 Volume 3) Pages: 6 -11.
Case Study/Practical	-
Assignment/Quiz/Project	-
Instructions for Next lecture	Study the process of entering transactions

<b>Lecture: 3</b>	
Pedagogy	<ul style="list-style-type: none"> <li>• Power Point Presentation</li> <li>• Tally ERP 9 Software</li> </ul>
Topics to be covered	<b>Entering Transactions</b> <ul style="list-style-type: none"> <li>• Creating purchase voucher without inventory</li> <li>• Creating sales voucher without inventory</li> </ul> <b>Accounting for return of goods</b>

	<ul style="list-style-type: none"> <li>• Sales return</li> <li>• Purchase return</li> </ul>
Learning Motivation	After studying this lecture students will be able to process the transactions related to return of goods.
Readings	(Computerized Accounting System) Sahaj Publications (Tally ERP 9 Volume 3) Pages: 12 - 27.
Case Study/Practical	-
Assignment - 1	List down all short cut keys used in tally for processing VAT transactions.
Instructions for Next lecture	Study process of accounting for interstate transactions

<b>Practical: 1</b>	
Pedagogy	<ul style="list-style-type: none"> <li>• IT lab</li> <li>• Tally ERP 9 Software</li> </ul>
Topics to be covered	<ul style="list-style-type: none"> <li>• Configuring VAT in Tally ERP 9</li> <li>• Creating Masters</li> <li>• Entering Transactions</li> </ul>
Learning Motivation	After this practical students will be able to practically use the concepts of VAT with the help of tally
Readings	(Computerized Accounting System) Sahaj Publications (Tally ERP 9 Volume 3)

<b>Lecture: 4</b>	
Pedagogy	<ul style="list-style-type: none"> <li>• Power Point Presentation</li> <li>• Tally ERP 9 Software</li> </ul>
Topics to be covered	<ul style="list-style-type: none"> <li>• Rate difference in purchases and sales</li> </ul> <p><b>Sales Accounting for Interstate Transactions</b></p> <ul style="list-style-type: none"> <li>• Rate differences in purchases</li> <li>• Rate differences in sales</li> </ul>
Learning Motivation	After this lecture students will be able to make transactions in tally for interstate sales and purchase
Readings	(Computerized Accounting System) Sahaj Publications (Tally ERP 9 Volume 3) Pages: 40 – 50.
Case Study/Practical	-
Assignment/Quiz/Project	-
Instructions for Next lecture	Read about the concept of purchases from unregistered dealers

<b>Lecture: 5</b>	
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Pedagogy	<ul style="list-style-type: none"> <li>• Power Point Presentation</li> <li>• Tally ERP 9 Software</li> </ul>
Topics to be covered	Purchases from unregistered dealers
Learning Motivation	After this lecture student will be able to make transactions for unregistered dealers.
Readings	Computerized Accounting System) Sahaj Publications (Tally ERP 9 Volume 3) Pages: 54.
Case Study/Practical	-
Assignment/Quiz/Project	
Instructions for Next lecture	Study about ITC on capital goods

<b>Lecture: 6</b>	
Pedagogy	<ul style="list-style-type: none"> <li>• Power Point Presentation</li> <li>• Tally ERP 9 Software</li> </ul>
Topics to be covered	Claiming ITC on Capital Goods
Learning Motivation	Will be able to make masters for claiming ITC on capital goods.
Readings	(Computerized Accounting System) Sahaj Publications (Tally ERP 9 Volume 3) Pages: 57.
Case Study/Practical	-
Assignment/Quiz/Project	-
Instructions for Next lecture	Exempted Transactions under VAT

<b>Practical: 2</b>	
Pedagogy	<ul style="list-style-type: none"> <li>• IT lab</li> <li>• Tally ERP 9 Software</li> </ul>
Topics to be covered	<ul style="list-style-type: none"> <li>• Sales Accounting for Interstate Transactions</li> <li>• Purchases from unregistered dealers</li> <li>• Claiming ITC on Capital Goods</li> </ul>
Learning Motivation	Will understand how to apply Vat on interstate transactions, purchases from unregistered dealers
Readings	(Computerized Accounting System) Sahaj Publications (Tally ERP 9 Volume 1)

<b>Lecture: 7</b>	
Pedagogy	<ul style="list-style-type: none"> <li>• Power Point Presentation</li> <li>• Tally ERP 9 Software</li> </ul>

Topics to be covered	<b>Exempt transactions under VAT</b> <ul style="list-style-type: none"> <li>Exempted Purchases</li> <li>Exempted Sales</li> </ul>
Learning Motivation	Will understand how to generate and read VAT reports in tally in the case of exempted purchase and sale
Readings	(Computerized Accounting System) Sahaj Publications (Tally ERP 9 Volume 3) Pages: 50 - 52.
Case Study/Practical	-
Assignment/Quiz/Project	-
Instructions for Next lecture	Read about interstate branch transfers and their accounting

<b>Lecture: 8</b>	
Pedagogy	<ul style="list-style-type: none"> <li>Power Point Presentation</li> <li>Tally ERP 9 Software</li> </ul>
Topics to be covered	<b>Inter State Branch Transfers</b> <ul style="list-style-type: none"> <li>Branch transfer outwards</li> <li>Adjustment of ITC on branch transfers</li> <li>Branch transfer inwards</li> </ul>
Learning Motivation	Will learn about the various types of interstate branch transfers.
Readings	(Computerized Accounting System) Sahaj Publications (Tally ERP 9 Volume 3) Pages: 63 - 67.
Case Study/Practical	-
Assignment - 2	Prepare the flow chart mentioning the process to making interstate sales and purchase
Instructions for Next lecture	Study the process of VAT computation and returns

<b>Lecture: 9</b>	
Pedagogy	<ul style="list-style-type: none"> <li>Power Point Presentation</li> <li>Tally ERP 9 Software</li> </ul>
Topics to be covered	<b>VAT Reports</b> <ul style="list-style-type: none"> <li>VAT computation</li> <li>VAT returns</li> </ul>
Learning Motivation	Will know how to generate VAT reports for the purpose of VAT computation and returns
Readings	(Computerized Accounting System) Sahaj Publications (Tally ERP 9 Volume 3) Pages: 69 - 76.
Case Study/Practical	-
Assignment/Quiz/Project	-
Instructions for Next	Study the process applying VAT on composite dealers

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<b>Practical: 3</b>	
Pedagogy	<ul style="list-style-type: none"> <li>• IT lab</li> <li>• Tally ERP 9 Software</li> </ul>
Topics to be covered	<ul style="list-style-type: none"> <li>• Exempt transactions under VAT</li> <li>• Inter State Branch Transfers</li> <li>• VAT Reports</li> </ul>
Learning Motivation	After this practical students will be able to know transactions which are exempted from VAT and learn to generate VAT reports
Readings	(Computerized Accounting System) Sahaj Publications (Tally ERP 9 Volume 1)

<b>Lecture: 10</b>	
Pedagogy	<ul style="list-style-type: none"> <li>• Power Point Presentation</li> <li>• Tally ERP 9 Software</li> </ul>
Topics to be covered	<b>VAT for composite dealers</b> <ul style="list-style-type: none"> <li>• Enabling VAT for composite dealers</li> <li>• Composite VAT Classifications</li> </ul>
Learning Motivation	Understand how to enable VAT for composite dealers and will get to know about composite VAT classifications
Readings	(Computerized Accounting System) Sahaj Publications (Tally ERP 9 Volume 3) Pages: 12 - 27.
Case Study/Practical	-
Quiz	Quiz 1
Instructions for Next lecture	Study basics of central sales tax

<b>Lecture: 11</b>	
Pedagogy	<ul style="list-style-type: none"> <li>• Power Point Presentation</li> <li>• Tally ERP 9 Software</li> </ul>
Topics to be covered	Basics of Central Sales Tax (CST)
Learning Motivation	Understand the basic necessity of central sales tax (CST)
Readings	(Computerized Accounting System) Sahaj Publications (Tally ERP 9 Volume 3) Pages: 101.
Case Study/Practical	-
Assignment/Quiz/Project	-
Instructions for Next lecture	Read the process of enabling CST in tally

<b>Lecture: 12</b>	
Pedagogy	<ul style="list-style-type: none"> <li>• Power Point Presentation</li> <li>• Tally ERP 9 Software</li> </ul>
Topics to be covered	<b>Enabling CST in Tally.ERP 9</b> <ul style="list-style-type: none"> <li>• Company setup</li> </ul>
Learning Motivation	Will understand the process of enabling CST in tally ERP 9
Readings	(Computerized Accounting System) Sahaj Publications (Tally ERP 9 Volume 3) Pages: 104 - 106.
Case Study/Practical	-
Assignment/Quiz/Project	-
Instructions for Next lecture	Read the process of creating masters for CST in tally

<b>Practical: 4</b>	
Pedagogy	<ul style="list-style-type: none"> <li>• IT lab</li> <li>• Tally ERP 9 Software</li> </ul>
Topics to be covered	<ul style="list-style-type: none"> <li>• VAT for composite dealers</li> <li>• Basics of Central Sales Tax (CST)</li> <li>• Enabling CST in Tally.ERP 9</li> </ul>
Learning Motivation	After this practical students will learn how to enable CST in tally and apply VAT on transactions with composite dealers
Readings	(Computerized Accounting System) Sahaj Publications (Tally ERP 9 Volume 1)

<b>Lecture: 13</b>	
Pedagogy	<ul style="list-style-type: none"> <li>• Power Point Presentation</li> <li>• Tally ERP 9 Software</li> </ul>
Topics to be covered	<b>Enabling CST in Tally.ERP 9</b> <ul style="list-style-type: none"> <li>• Creating Masters</li> </ul>
Learning Motivation	Will understand the process of creating masters once required configurations have being made.
Readings	(Computerized Accounting System) Sahaj Publications (Tally ERP 9 Volume 3) Pages: 104 - 106.
Case Study/Practical	-
Assignment - 3	List down process of enabling CST
Instructions for Next lecture	Study the process of recording interstate transactions in tally



<b>Lecture: 14</b>	
Pedagogy	<ul style="list-style-type: none"> <li>• Power Point Presentation</li> <li>• Tally ERP 9 Software</li> </ul>
Topics to be covered	<b>Recording Interstate Transactions in Tally.ERP 9</b> <ul style="list-style-type: none"> <li>• Inter-state purchases</li> <li>• Inter-state sales against C form</li> <li>• Transit sales against E1 and E2 forms</li> </ul>
Learning Motivation	Will learn to record transaction of interstate sales in form C and form E1 & E2
Readings	(Computerized Accounting System) Sahaj Publications (Tally ERP 9 Volume 3) Pages: 107 - 117.
Case Study/Practical	-
Assignment/Quiz/Project	-
Instructions for Next lecture	Study the process of making CST payments

<b>Lecture: 15</b>	
Pedagogy	<ul style="list-style-type: none"> <li>• Power Point Presentation</li> <li>• Tally ERP 9 Software</li> </ul>
Topics to be covered	Payment of CST
Learning Motivation	Once the ledgers are ready and various configurations are made students will be able to process payment of CST with the tally erp 9
Readings	(Computerized Accounting System) Sahaj Publications (Tally ERP 9 Volume 3) Pages: 118.
Case Study/Practical	-
Quiz	Quiz 2
Instructions for Next lecture	Process of generating CST reports

<b>Practical: 5</b>	
Pedagogy	<ul style="list-style-type: none"> <li>• IT lab</li> <li>• Tally ERP 9 Software</li> </ul>
Topics to be covered	<ul style="list-style-type: none"> <li>• Enabling CST in Tally.ERP 9</li> <li>• Recording Interstate Transactions in Tally.ERP 9</li> <li>• Payment of CST</li> </ul>
Learning Motivation	After this practical students will learn how to electronically record interstate transactions and make payment of CST
Readings	(Computerized Accounting System) Sahaj Publications (Tally ERP 9 Volume 1)

<b>Lecture: 16</b>	
Pedagogy	<ul style="list-style-type: none"> <li>• Power Point Presentation</li> <li>• Tally ERP 9 Software</li> </ul>
Topics to be covered	<b>CST Reports</b> <ul style="list-style-type: none"> <li>• Forms receivable report</li> <li>• Forms issuable report</li> </ul>
Learning Motivation	Will understand how to generate receivable and issuable report
Readings	(Computerized Accounting System) Sahaj Publications (Tally ERP 9 Volume 3) Pages: 119 - 125.
Case Study/Practical	-
Assignment/Quiz/Project	-
Instructions for Next lecture	Read about the basic concepts of service tax

<b>Lecture: 17</b>	
Pedagogy	<ul style="list-style-type: none"> <li>• Power Point Presentation</li> <li>• Tally ERP 9 Software</li> </ul>
Topics to be covered	Basics of Service Tax
Learning Motivation	Will learn the basics of service tax required to process various sales and purchase transactions
Readings	(Computerized Accounting System) Sahaj Publications (Tally ERP 9 Volume 3) Pages: 263.
Case Study/Practical	-
Assignment/Quiz/Project	-
Instructions for Next lecture	Study the process to configure service tax

<b>Lecture: 18</b>	
Pedagogy	<ul style="list-style-type: none"> <li>• Power Point Presentation</li> <li>• Tally ERP 9 Software</li> </ul>
Topics to be covered	<b>Configuring Tally.ERP 9 for Service Tax</b> <ul style="list-style-type: none"> <li>• Salient features</li> <li>• Company setup</li> <li>• Enabling service tax</li> </ul>
Learning Motivation	Will understand how to configure and set the required features of service tax
Readings	(Computerized Accounting System) Sahaj Publications (Tally ERP 9 Volume 3) Pages: 265 - 268.
Case Study/Practical	-
Assignment - 4	List down process of creating vouchers and configuring service tax

Instructions for Next lecture	Study about creating service tax masters
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<b>Practical: 6</b>	
Pedagogy	<ul style="list-style-type: none"> <li>• IT lab</li> <li>• Tally ERP 9 Software</li> </ul>
Topics to be covered	<ul style="list-style-type: none"> <li>• CST Reports</li> <li>• Basics of Service Tax</li> <li>• Configuring Tally.ERP 9 for Service Tax</li> </ul>
Learning Motivation	After this practical students will learn how to electronically generate CST reports and configure service tax
Readings	(Computerized Accounting System) Sahaj Publications (Tally ERP 9 Volume 1)

<b>Lecture: 19</b>	
Pedagogy	<ul style="list-style-type: none"> <li>• Power Point Presentation</li> <li>• Tally ERP 9 Software</li> </ul>
Topics to be covered	<b>Creating Masters</b> <ul style="list-style-type: none"> <li>• Creating sundry creditors ledger</li> <li>• Creating sundry debtors ledger</li> </ul>
Learning Motivation	Will understand how to create sundry creditors and sundry debtor's vouchers and learn about its configurations and features required enabling them.
Readings	(Computerized Accounting System) Sahaj Publications (Tally ERP 9 Volume 3) Pages: 270 - 278.
Case Study/Practical	-
Assignment/Quiz/Project	-
Instructions for Next lecture	Study the process of creating service tax masters

<b>Lecture: 20</b>	
Pedagogy	<ul style="list-style-type: none"> <li>• Power Point Presentation</li> <li>• Tally ERP 9 Software</li> </ul>
Topics to be covered	<b>Creating Masters</b> <ul style="list-style-type: none"> <li>• Creating duties and taxes ledger</li> <li>• Creating sales and purchase ledger for services.</li> </ul>
Learning Motivation	Will understand how to create duties & taxes and sales & purchase vouchers for services and learn about its configurations and features required enabling them.
Readings	(Computerized Accounting System) Sahaj Publications (Tally

	ERP 9 Volume 3) Pages: 270 - 278.
Case Study/Practical	-
Quiz	Quiz 3
Instructions for Next lecture	Study the process of recording transactions for service tax

<b>Lecture: 21</b>	
Pedagogy	<ul style="list-style-type: none"> <li>• Power Point Presentation</li> <li>• Tally ERP 9 Software</li> </ul>
Topics to be covered	<b>Recording Transactions</b> <ul style="list-style-type: none"> <li>• Creating purchase invoice</li> <li>• Creating sales invoice</li> </ul>
Learning Motivation	Will understand how to create transactions in the form of purchase and sales invoice
Readings	(Computerized Accounting System) Sahaj Publications (Tally ERP 9 Volume 3) Pages: 278 - 285.
Case Study/Practical	-
Assignment/Quiz/Project	-
Instructions for Next lecture	Study about accounting of advance receipts

<b>Practical: 7</b>	
Pedagogy	<ul style="list-style-type: none"> <li>• IT lab</li> <li>• Tally ERP 9 Software</li> </ul>
Topics to be covered	<ul style="list-style-type: none"> <li>• Creating Masters</li> <li>• Recording Transactions</li> </ul>
Learning Motivation	After this practical student will learn how create accounting vouchers in tally.
Readings	(Computerized Accounting System) Sahaj Publications (Tally ERP 9 Volume 1)

<b>Lecture: 22</b>	
Pedagogy	<ul style="list-style-type: none"> <li>• Power Point Presentation</li> <li>• Tally ERP 9 Software</li> </ul>
Topics to be covered	Accounting for Advance Receipts
Learning Motivation	Will understand how to create accounting receipts and learn about its configurations and features required enabling them.
Readings	(Computerized Accounting System) Sahaj Publications (Tally ERP 9 Volume 3) Pages: 292.
Case Study/Practical	-

Assignment - 5	Prepare the flow chart listing the process of creating various types of vouchers for accounting for advance receipts
Instructions for Next lecture	Study about accounting for opening service tax credit

<b>Lecture: 23</b>	
Pedagogy	<ul style="list-style-type: none"> <li>• Power Point Presentation</li> <li>• Tally ERP 9 Software</li> </ul>
Topics to be covered	Accounting for Opening Service Tax Credit
Learning Motivation	Will understand how to do accounting for opening service tax credit and learn about its configurations and features required enabling them.
Readings	(Computerized Accounting System) Sahaj Publications (Tally ERP 9 Volume 3) Pages: 300.
Case Study/Practical	-
Assignment/Quiz/Project	-
Instructions for Next lecture	Study about the process of making payment for service tax

<b>Lecture: 24</b>	
Pedagogy	<ul style="list-style-type: none"> <li>• Power Point Presentation</li> <li>• Tally ERP 9 Software</li> </ul>
Topics to be covered	Payment of Service Tax
Learning Motivation	Will understand how to create service tax payment voucher and learn about its configurations and features required enabling them.
Readings	(Computerized Accounting System) Sahaj Publications (Tally ERP 9 Volume 3) Pages: 309.
Case Study/Practical	-
Assignment/Quiz/Project	-
Instructions for Next lecture	Study about report generation.

<b>Practical: 8</b>	
Pedagogy	<ul style="list-style-type: none"> <li>• IT lab</li> <li>• Tally ERP 9 Software</li> </ul>
Topics to be covered	<ul style="list-style-type: none"> <li>• Accounting for Advance Receipts</li> <li>• Accounting for Opening Service Tax Credit</li> <li>• Payment of Service Tax</li> </ul>
Learning Motivation	After this practical student will learn how do accounting for

	advance receipts and service tax credit.
Readings	(Computerized Accounting System) Sahaj Publications (Tally ERP 9 Volume 1)

<b>Lecture: 25</b>	
Pedagogy	<ul style="list-style-type: none"> <li>• Power Point Presentation</li> <li>• Tally ERP 9 Software</li> </ul>
Topics to be covered	<b>Service Tax Reports</b> <ul style="list-style-type: none"> <li>• Service tax computation</li> <li>• Service tax payables</li> </ul>
Learning Motivation	Will understand how to generate service tax reports in tally and learn about configurations and features required enabling them.
Readings	(Computerized Accounting System) Sahaj Publications (Tally ERP 9 Volume 3) Pages: 315 - 330.
Case Study/Practical	-
Quiz	Quiz 4
Instructions for Next lecture	Study the basic concepts of TDS

<b>Lecture: 26</b>	
Pedagogy	<ul style="list-style-type: none"> <li>• Power Point Presentation</li> <li>• Tally ERP 9 Software</li> </ul>
Topics to be covered	Basic concepts of TDS
Learning Motivation	Will understand the basic concepts of TDS and their applicability.
Readings	(Computerized Accounting System) Sahaj Publications (Tally ERP 9 Volume 3) Pages: 131.
Case Study/Practical	-
Assignment/Quiz/Project	-
Instructions for Next lecture	Study the process to configure TDS in tally

<b>Lecture: 27</b>	
Pedagogy	<ul style="list-style-type: none"> <li>• Power Point Presentation</li> <li>• Tally ERP 9 Software</li> </ul>
Topics to be covered	<b>Configuring TDS in Tally.ERP 9</b> <ul style="list-style-type: none"> <li>• Enabling TDS in tally</li> <li>• TDS statutory masters</li> </ul>

Learning Motivation	Will understand about the configurations and features required to enable TDS in tally ERP 9
Readings	(Computerized Accounting System) Sahaj Publications (Tally ERP 9 Volume 3) Pages: 133 – 138.
Case Study/Practical	-
Assignment/Quiz/Project	-
Instructions for Next lecture	Study the process of creating masters in tally for TDS

<b>Practical: 9</b>	
Pedagogy	<ul style="list-style-type: none"> <li>• IT lab</li> <li>• Tally ERP 9 Software</li> </ul>
Topics to be covered	<ul style="list-style-type: none"> <li>• Service Tax Reports</li> <li>• Basic concepts of TDS</li> <li>• Configuring TDS in Tally.ERP 9</li> </ul>
Learning Motivation	After this practical student will know how to electronically generate service tax reports and will learn the basic concepts of TDS
Readings	(Computerized Accounting System) Sahaj Publications (Tally ERP 9 Volume 1)

<b>Lecture: 28</b>	
Pedagogy	<ul style="list-style-type: none"> <li>• Power Point Presentation</li> <li>• Tally ERP 9 Software</li> </ul>
Topics to be covered	<b>Creation of Masters</b> <ul style="list-style-type: none"> <li>• Expenses ledger accounts</li> <li>• TDS ledger accounts</li> </ul>
Learning Motivation	Will know how to create TDS and expenses ledger in tally.
Readings	(Computerized Accounting System) Sahaj Publications (Tally ERP 9 Volume 3) Pages: 141 - 155.
Case Study/Practical	-
Assignment - 6	Practical assignment on process of configuring TDS and preparation of ledger accounts
Instructions for Next lecture	Study the process of creating party ledgers and bank accounts

<b>Lecture: 29</b>	
Pedagogy	<ul style="list-style-type: none"> <li>• Power Point Presentation</li> <li>• Tally ERP 9 Software</li> </ul>
Topics to be covered	<b>Creation of Masters</b>

	<ul style="list-style-type: none"> <li>• Party ledger accounts</li> <li>• Bank accounts</li> </ul>
Learning Motivation	Will know party and bank account ledgers in tally.
Readings	(Computerized Accounting System) Sahaj Publications (Tally ERP 9 Volume 3) Pages: 141 - 155.
Case Study/Practical	-
Assignment/Quiz/Project	-
Instructions for Next lecture	Study about booking expenses

<b>Lecture: 30</b>	
Pedagogy	<ul style="list-style-type: none"> <li>• Power Point Presentation</li> <li>• Tally ERP 9 Software</li> </ul>
Topics to be covered	<b>Processing Transactions</b> <ul style="list-style-type: none"> <li>• Booking expenses and deducting TDS</li> <li>• Booking expenses and deducting TDS later</li> <li>• Deducting TDS on payments</li> <li>• Payment of TDS</li> </ul>
Learning Motivation	Will understand how to process transactions related to booking expenses and deducting TDS on payments.
Readings	(Computerized Accounting System) Sahaj Publications (Tally ERP 9 Volume 3) Pages: 156 - 199.
Case Study/Practical	-
Quiz	Quiz 5
Instructions for Next lecture	Study about challan reconciliation

<b>Practical: 10</b>	
Pedagogy	<ul style="list-style-type: none"> <li>• IT lab</li> <li>• Tally ERP 9 Software</li> </ul>
Topics to be covered	<ul style="list-style-type: none"> <li>• Creation of TDS Masters</li> <li>• Processing Transactions</li> </ul>
Learning Motivation	After this practical student will know about how the create ledgers for TDS deduction
Readings	(Computerized Accounting System) Sahaj Publications (Tally ERP 9 Volume 1)

<b>Lecture: 31</b>	
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Pedagogy	<ul style="list-style-type: none"> <li>• Power Point Presentation</li> <li>• Tally ERP 9 Software</li> </ul>
Topics to be covered	<b>TDS Reports</b> <ul style="list-style-type: none"> <li>• Computation</li> <li>• Challan reconciliation</li> </ul>
Learning Motivation	Will know how to generate TDS reports and will learn about configurations and features required to enable them.
Readings	(Computerized Accounting System) Sahaj Publications (Tally ERP 9 Volume 3) Pages: 217 - 256.
Case Study/Practical	-
Assignment/Quiz/Project	-
Instructions for Next lecture	Study basics of TCS

<b>Lecture: 32</b>	
Pedagogy	<ul style="list-style-type: none"> <li>• Power Point Presentation</li> <li>• Tally ERP 9 Software</li> </ul>
Topics to be covered	<ul style="list-style-type: none"> <li>• Basic Concepts of TCS</li> </ul>
Learning Motivation	Will understand the basic concepts of TCS and their applicability.
Readings	(Computerized Accounting System) Sahaj Publications (Tally ERP 9 Volume 1)
Case Study/Practical	-
Assignment – 7	Process of generating VAT, Service Tax, TDS reports
Instructions for Next lecture	Study the process to configure TCS

<b>Lecture: 33</b>	
Pedagogy	<ul style="list-style-type: none"> <li>• Power Point Presentation</li> <li>• Tally ERP 9 Software</li> </ul>
Topics to be covered	Configuring Tally.ERP 9 for TCS
Learning Motivation	Will understand the process of configuring and setting features for enabling TCS in tally.
Readings	(Computerized Accounting System) Sahaj Publications (Tally ERP 9 Volume 1)
Case Study/Practical	-
Assignment/Quiz/Project	-
Instructions for Next lecture	Study the process of creating TCS masters

<b>Practical: 11</b>	
Pedagogy	<ul style="list-style-type: none"> <li>• IT lab</li> <li>• Tally ERP 9 Software</li> </ul>
Topics to be covered	<ul style="list-style-type: none"> <li>• TDS Reports</li> <li>• Basic Concepts of TCS</li> <li>• Configuring Tally.ERP 9 for TCS</li> </ul>
Learning Motivation	After this practical student will be able to learn the process of generating TDS reports and configuring TCS in tally.
Readings	(Computerized Accounting System) Sahaj Publications (Tally ERP 9 Volume 1)

<b>Lecture: 34</b>	
Pedagogy	<ul style="list-style-type: none"> <li>• Power Point Presentation</li> <li>• Tally ERP 9 Software</li> </ul>
Topics to be covered	Creating Masters
Learning Motivation	Will understand create masters of TCS in tally.
Readings	(Computerized Accounting System) Sahaj Publications (Tally ERP 9 Volume 1)
Case Study/Practical	-
Assignment/Quiz/Project	-
Instructions for Next lecture	Read the process of entering transaction of TCS

<b>Lecture: 35</b>	
Pedagogy	<ul style="list-style-type: none"> <li>• Power Point Presentation</li> <li>• Tally ERP 9 Software</li> </ul>
Topics to be covered	Entering Transactions
Learning Motivation	Will learn to enter transactions related to TCS in tally.
Readings	(Computerized Accounting System) Sahaj Publications (Tally ERP 9 Volume 1)
Case Study/Practical	-
Assignment/Quiz/Project	-
Instructions for Next lecture	Study the process of generating TCS reports

<b>Lecture: 36</b>	
Pedagogy	<ul style="list-style-type: none"> <li>• Power Point Presentation</li> <li>• Tally ERP 9 Software</li> </ul>
Topics to be covered	TCS Reports

Learning Motivation	Will learn how to generate TCS reports.
Readings	(Computerized Accounting System) Sahaj Publications (Tally ERP 9 Volume 1)
Case Study/Practical	-
Assignment/Quiz/Project	-
Instructions for Next lecture	Read about Payroll configuration

<b>Practical: 12</b>	
Pedagogy	<ul style="list-style-type: none"> <li>• IT lab</li> <li>• Tally ERP 9 Software</li> </ul>
Topics to be covered	<ul style="list-style-type: none"> <li>• Creating Masters</li> <li>• Entering Transactions</li> <li>• TCS Reports</li> </ul>
Learning Motivation	After this practical student will be able to create ledgers and generate the required TCS reports
Readings	(Computerized Accounting System) Sahaj Publications (Tally ERP 9 Volume 1)

<b>Lecture: 37</b>	
Pedagogy	<ul style="list-style-type: none"> <li>• Power Point Presentation</li> <li>• Tally ERP 9 Software</li> </ul>
Topics to be covered	<b>Configuring Payroll in Tally.ERP 9</b> <ul style="list-style-type: none"> <li>• Salient features of tally</li> <li>• Enabling payroll in tally</li> </ul>
Learning Motivation	Will get to know about the basics of payroll and learn about configurations and features required to enable them.
Readings	(Computerized Accounting System) Sahaj Publications (Tally ERP 9 Volume 4) Pages: 1.
Case Study/Practical	-
Assignment/Quiz/Project	-
Instructions for Next lecture	Study about creating payroll masters

<b>Lecture: 38</b>	
Pedagogy	<ul style="list-style-type: none"> <li>• Power Point Presentation</li> <li>• Tally ERP 9 Software</li> </ul>
Topics to be covered	<b>Creating Payroll Masters</b> <ul style="list-style-type: none"> <li>• Employee setup</li> <li>• Payroll masters</li> </ul>

	<ul style="list-style-type: none"> <li>• Attendance/production types</li> </ul>
Learning Motivation	Will be able create payroll masters and learn about configurations and features required to enable them.
Readings	(Computerized Accounting System) Sahaj Publications (Tally ERP 9 Volume 4) Pages: 6 - 50.
Case Study/Practical	-
Assignment/Quiz/Project	-
Instructions for Next lecture	Study the concepts of pay heads and gratuity

<b>Lecture: 39</b>	
Pedagogy	<ul style="list-style-type: none"> <li>• Power Point Presentation</li> <li>• Tally ERP 9 Software</li> </ul>
Topics to be covered	<b>Creating Payroll Masters</b> <ul style="list-style-type: none"> <li>• Pay heads</li> <li>• Gratuity</li> <li>• Salary details setup</li> </ul>
Learning Motivation	Will be able create pay heads, gratuity and salary details setup and learn about configurations and features required to enable them.
Readings	(Computerized Accounting System) Sahaj Publications (Tally ERP 9 Volume 4) Pages: 6 - 50.
Case Study/Practical	-
Assignment/Quiz/Project	-
Instructions for Next lecture	Study about recording payroll transactions

<b>Practical: 13</b>	
Pedagogy	<ul style="list-style-type: none"> <li>• IT lab</li> <li>• Tally ERP 9 Software</li> </ul>
Topics to be covered	<ul style="list-style-type: none"> <li>• Configuring Payroll in Tally.ERP 9</li> <li>• Creating Payroll Masters</li> </ul>
Learning Motivation	<ul style="list-style-type: none"> <li>• After this practical student will be able to configure payroll in tally ERP 9</li> <li>• Will learn how to create payroll masters for entering transactions</li> </ul>
Readings	(Computerized Accounting System) Sahaj Publications (Tally ERP 9 Volume 1)

<b>Lecture: 40</b>	
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Pedagogy	<ul style="list-style-type: none"> <li>• Power Point Presentation</li> <li>• Tally ERP 9 Software</li> </ul>
Topics to be covered	<b>Processing Payroll in Tally.ERP 9</b> <ul style="list-style-type: none"> <li>• Attendance vouchers</li> <li>• Payroll vouchers</li> <li>• Payment of salaries</li> </ul>
Learning Motivation	Will be able process transactions in attendance vouchers, payroll vouchers and payment vouchers.
Readings	(Computerized Accounting System) Sahaj Publications (Tally ERP 9 Volume 4) Pages: 58 - 78.
Case Study/Practical	-
Assignment/Quiz/Project	-
Instructions for Next lecture	Read about the accounting for PF contributions

<b>Lecture: 41</b>	
Pedagogy	<ul style="list-style-type: none"> <li>• Power Point Presentation</li> <li>• Tally ERP 9 Software</li> </ul>
Topics to be covered	<b>Accounting for Employer PF Contributions</b> <ul style="list-style-type: none"> <li>• Creating employer PF contribution masters</li> <li>• Salary details setup</li> <li>• Processing employer PF contribution</li> </ul>
Learning Motivation	Will get know about the accounting for employer PF contributions
Readings	(Computerized Accounting System) Sahaj Publications (Tally ERP 9 Volume 4) Pages: 82 - 107.
Case Study/Practical	-
Assignment/Quiz/Project	-
Instructions for Next lecture	Study about types of provident funds and process of making PF payment

<b>Lecture: 42</b>	
Pedagogy	<ul style="list-style-type: none"> <li>• Power Point Presentation</li> <li>• Tally ERP 9 Software</li> </ul>
Topics to be covered	<b>Accounting for Employer PF Contributions</b> <ul style="list-style-type: none"> <li>• Processing PF admin expenses</li> <li>• Payment of provident fund</li> </ul>
Learning Motivation	Will be able to learn how to enter PF admin expenses and payment of provident fund.
Readings	(Computerized Accounting System) Sahaj Publications (Tally ERP 9 Volume 4) Pages: 82 - 107.

Case Study/Practical	-
Assignment/Quiz/Project	-
Instructions for Next lecture	Study about ESI

<b>Practical: 14</b>	
Pedagogy	<ul style="list-style-type: none"> <li>• IT lab</li> <li>• Tally ERP 9 Software</li> </ul>
Topics to be covered	<ul style="list-style-type: none"> <li>• Processing Payroll in Tally.ERP 9</li> <li>• Accounting for Employer PF Contributions</li> </ul>
Learning Motivation	<ul style="list-style-type: none"> <li>• Will learn to process payroll in tally and do accounting for PF contributions</li> </ul>
Readings	<i>(Computerized Accounting System)</i> Sahaj Publications (Tally ERP 9 Volume 1)

<b>Lecture: 43</b>	
Pedagogy	<ul style="list-style-type: none"> <li>• Power Point Presentation</li> <li>• Tally ERP 9 Software</li> </ul>
Topics to be covered	<b>Accounting for Employer ESI Contributions</b> <ul style="list-style-type: none"> <li>• Creating employer ESI contribution masters</li> <li>• Salary details setup</li> <li>• Processing employer ESI contribution</li> <li>• Payment of ESI</li> </ul>
Learning Motivation	Will be able to learn how to configure and create ESI masters, salary details setup, ESI contribution and masters for payment of ESI
Readings	<i>(Computerized Accounting System)</i> Sahaj Publications (Tally ERP 9 Volume 4) Pages: 116 - 134.
Case Study/Practical	-
Assignment/Quiz/Project	-
Instructions for Next lecture	Study about professional tax system

<b>Lecture: 44</b>	
Pedagogy	<ul style="list-style-type: none"> <li>• Power Point Presentation</li> <li>• Tally ERP 9 Software</li> </ul>
Topics to be covered	<b>Payment of Professional Tax</b> <ul style="list-style-type: none"> <li>• Processing professional tax payment</li> </ul>
Learning Motivation	Will be able to learn how to configure and make payment of professional tax

Readings	(Computerized Accounting System) Sahaj Publications (Tally ERP 9 Volume 4) Pages: 134.
Case Study/Practical	-
Assignment/Quiz/Project	-
Instructions for Next lecture	Learn to generate payroll reports

<b>Lecture: 45</b>	
Pedagogy	<ul style="list-style-type: none"> <li>• Power Point Presentation</li> <li>• Tally ERP 9 Software</li> </ul>
Topics to be covered	<b>Generating Payroll Reports</b> <ul style="list-style-type: none"> <li>• Payroll reports</li> <li>• Expat reports</li> <li>• Payroll statutory reports</li> </ul>
Learning Motivation	Will be able to generate payroll reports, expat reports and payroll statutory reports in tally.
Readings	(Computerized Accounting System) Sahaj Publications (Tally ERP 9 Volume 4) Pages: 138 - 185.
Case Study/Practical	-
Assignment - 8	Shortcuts used during tax accounting
Instructions for Next lecture	Study about job order processing and job order reports

<b>Practical: 15</b>	
Pedagogy	<ul style="list-style-type: none"> <li>• IT lab</li> <li>• Tally ERP 9 Software</li> </ul>
Topics to be covered	<ul style="list-style-type: none"> <li>• Accounting for Employer ESI Contributions</li> <li>• Payment of Professional Tax</li> <li>• Generating Payroll Reports</li> </ul>
Learning Motivation	<ul style="list-style-type: none"> <li>• Will learn to do accounting for ESI contributions</li> <li>• Understand how to generate payroll reports and make payment of professional tax</li> </ul>
Readings	(Computerized Accounting System) Sahaj Publications (Tally ERP 9 Volume 1)