

**MANONMANIAM SUNDARANAR UNIVERSITY
TIRUNELVELI**

UG COURSES – AFFILIATED COLLEGES

B.Com (Vocational) with Computer Applications

(Choice Based Credit System)

(with effect from the academic year 2016-2017 onwards)

(45th SCAA meeting held on 09.02.2017)

Sem.	Pt. I / II/ III/ IV/V	Subject Status	Subject Title	Hrs per week	Cre- dits	Marks				
						Maximum			Passing minimum	
						Int.	Ext.	Tot.	Ext.	Tot.
V	III	Core - 10	CORPORATE ACCOUNTING I	7	5	25	75	100	30	40
	III	Core - 11	COST ACCOUNTING	7	5	25	75	100	30	40
	III	Core - 12	BUSINESS LAW	6	6	25	75	100	30	40
	III	Major Elective -II (Any One)	A).INCOME TAX LAW &PRACTICE I	6	5	50@	50@	100	20	40
			B).*APPLICATION OF TALLY IN ACCOUNTING							
			C).LOGISTICS MANAGEMENT							
	IV	Common Skill Based (Any One)	1.EFFECTIVE COMMUNICATION	4	4	25	75	100	30	40
2.PERSONALITY DEVELOPMENT										
SUBTOTAL				30	25					

*** Internal 25 marks for Theory and External 75marks for Practical**

@: Award of marks for practical component is as per the 45th SCAA resolution [no.: 45.7.2.1(45.T4) –refer www.msuniv.ac.in]

Sem.	Pt. I / II/ III/ IV/V	Subject Status	Subject Title	Hrs per week	Cre- dits	Marks				
						Maximum			Passing minimum	
						Int.	Ext.	Tot.	Ext.	Tot.
VI	III	Core - 13	CORPORATE ACCOUNTING II	6	5	25	75	100	30	40
	III	Core - 14	MANAGEMENT ACCOUNTING	6	5	25	75	100	30	40
	III	Core - 15	INDUSTRIAL LAW	6	5	25	75	100	30	40
	III	Core - 16	AUDITING	6	5	25	75	100	30	40
	III	Major Elective- III (Any One)	A). INCOME TAX LAW &PRATICE II	6	5	50@	50@	100	20	40
			B). MULTIMEDIA WITH APPLICATION							
	C). *E-FILING									
	SUBTOTAL			30	25					

*** Internal 25 marks for Theory and External 75marks for Practical**

@: Award of marks for practical component is as per the 45th SCAA resolution [no.: 45.7.2.1(45.T4) –refer www.msuniv.ac.in]

MSU/2016-17/UG-Colleges/Part-III-B.Com (Vocational) Computer Applications
Semester-V / Ppr.no.25/Core - 10
CORPORATE ACCOUNTING - I

Unit I: Issue of shares- Issue at par, Premium and discount- Forfeiture and Re-issue of shares – Pro rata allotment- Redemption of preference shares. Issue of debentures.

Unit II: Final Accounts of Companies as per Schedule II of Companies Act 2013 – excluding managerial remuneration.

Unit III: Amalgamation, Absorption and External Reconstruction - Methods of Purchase consideration. (Simple Problems only)

Unit IV: Profit Prior to Incorporation- Alteration of share capital and Internal Reconstruction.

Unit V: Valuation of Goodwill and Shares- various methods of valuation of goodwill and shares.

Text & Reference books:

1. S.P.Jain & K.L.Narang Advanced Accountancy, Kalyani Publishers, New Delhi.
2. R.L.Gupta and M.Radhaswamy, Advanced Accountancy, Sultan Chand & Sons, New Delhi.
3. M.C.Shukla and T.S.Grewal, Advanced Accountancy, Sultan Chand & Co., New Delhi.
4. Dr.M.A.Arulanandam & K.S.Raman, Advanced Accountancy, Himalaya Publishing House, Mumbai.
5. Pearson, Financial Accounting, Margham Publications.

MSU/2016-17/UG-Colleges/Part-III-B.Com (Vocational) Computer Applications
Semester-V / Ppr.no.26 /Core - 11
COST ACCOUNTING

Unit I: Introduction – Cost – Costing – Cost Accounting – Objectives and Functions of Cost Accounting – Advantages and Limitations – Methods of Costing – Types of Costing – Classification of Cost – Elements of Cost – Cost Sheet, Practical problems.

Unit II: Process Costing – Costing procedures – Losses and Gains in process – Normal and Abnormal Losses – Abnormal Gain – Operating and Service Costing - Practical problems.

Unit III: Marginal Costing – Meaning – Definition – Uses and Limitations – CVP Analysis – Marginal Costing Equations – Contribution – Break Even Analysis – P/V Ratio – Margin of Safety – Key Factors – Break Even Chart – Application of Marginal Costing – Fixation of selling price – Closure of Department or Discontinuing a Product – Selection of Profitable Product Mix – Profit planning – Decision to Make or Buy – Foreign market order – Introduction of New product – Practical problems.

Unit IV: Budgetary Control – Budget - Definition – objectives – Budgeting – Advantages and Limitations – Classification of Budgets – Fixed and Flexible Budgets – Production and Sales Budgets – Cash Budget – Zero Base Budget .

Unit V: Standard Costing – Definition – Advantages and Limitations – Variances – Material Variances – Labour Variances – (Overhead and other Variances excluded) – Simple Practical problems.

Text and Reference Books:

1. R.S.N.Pillai&V.Bagavathi, Cost Accounting, S.Chand & company LTD, Ramnagar, Newdelhi -110055.
2. S.P.Iyenger , Cost and Management Accounting, Sultan chand &Sons, New Delhi - 110002.
3. S.P.Jain & Narang, Cost Accounting, Kalyani Publishers, Ludhiana- 141008.
4. A. Murthy, S. Guruswamy- Cost Accounting- Vijay Nilcole Cost Accounting, Imprints Private Limited , Chennai.
5. T.S. Reddy and Hariprasad Reddy- Cost Accounting- Margham Publications
6. K. Alex, Cost Accounting, Dorling Kindersley (India) Pvt. Ltd, Noida.

MSU/2016-17/UG-Colleges/Part-III - B.Com (Vocational) Computer Applications
Semester-V / Ppr.no.27/Core - 12
BUSINESS LAW

Unit I: Indian Contract Act 1872 – Fundamental essentials of a valid contract – classification of contracts – offer – acceptance – consideration – capacity – free consent – legality of object – contingent contracts

Unit II: Performance of contract – discharge of contract - breach of contract – remedies – quasi contracts

Unit III: Special contracts – indemnity – guarantee

Unit IV: Bailment – Pledge – contract of agency

Unit V: Sale of goods Act – differences between sale and agreement to sell – sale and hire purchase agreement – classification of goods – documents of title to goods – rights and duties of buyers and sellers – rights of unpaid seller

Text & References Books:

1. N.D.Kapoor, Business Law, Sultan Chand Publishers
2. N.D.Kapoor, Elements of Mercantile Law, Sultan Chand Publishers
3. P.C. Tulsian, Business Law, Tata McGraw Hill
4. R.S.N. Pillai, Business Law, Himalaya Publishing House
5. Srinivasan & C.D. Balaji, Industrial Law and Public Relationship, Margham Publications.
6. Tejpal Sheth, Business Law, Pearson's India Education Services Pvt. Ltd.

MSU/2016-17/UG-Colleges/Part-III -B.Com (Vocational) Computer Applications
Semester-V / Ppr.no.28 (A) /Major Elective – 2(A)
INCOME TAX LAW &PRACTICE I

Unit I: Basic Concept – Person, Assessee, previous and assessment year, total income, gross total income– concept of income – Agricultural Income- Income exempted from tax – Residential status – problems.

Unit II: Income from Salary – different forms of salary and allowance – perquisites – problems in computation of salary income.

Unit III: Income from House property – Annual value – Standard deduction – Unrealized rent – problems in computation of house property income.

Unit IV: Income from under the Head Business or profession – deduction allowable – Expressly disallowed expenses – computations – problems in computation of business or professional income.

Unit V: Income from capital gain – Types – Exemption – Computation – problems in computation of capital gain.

Text & Reference Books:

1. Dr. H.C. Mehrotra and Dr. P. Mehrotra, Income tax law and accounts
2. V.P. Gaur, D.B. Narang, Pooja Ghai and Rajeev Puri, Income tax law and practice
3. A.Murthy, Income Tax Law and Practice Assessment Tear - 3rd Edition, Vijay Nicole Imprints Private Limited, 2015-16.
4. B.B. Lal, Income Tax, Darling Kindersley Pvt. Ltd, Noida.

**MSU/2016-17/UG-Colleges/Part-III - B.Com (Vocational) Computer Applications
Semester-V / Ppr.no.28 (B) /Major Elective – 2(B)**

APPLICATION OF TALLY IN ACCOUNTING

Unit I : Fundamentals of TALLY.ERP 9 -Introduction - Salient Features of Tally.ERP 9, Getting functional with Tally ERP 9, Start up, Quitting Tally .ERP 9 Create a Company, Select a Company, Alter a Company, Shut a Company - Company Features - -Configurations

Unit II: Create Accounting Masters In TALLY.ERP 9 - Groups - Pre-defined Groups of Accounts, Creating Single Group, Creating Multiple Groups, Displaying Group, Altering Group. Ledgers - Creating Single Ledger, Creating Multiple Ledgers, Displaying Ledger, Altering Ledger.

Unit III: Creating Inventory Masters In TALLY.ERP- Stock Groups - Creating Single, Multiple Stock Group, Displaying and Altering Stock Groups. Stock Categories - Creating Single, Multiple Stock Categories, Displaying and Altering Stock Category -Units of Measure , Godowns - Creating Single Multiple Godowns, Displaying and Altering Godowns Stock Items - Creating Single, Multiple Stock Item Stock Items, Displaying and Altering Stock items

Unit IV: Voucher Entry In TALLY.ERP 9 Voucher Types - Predefined Vouchers in Tally.ERP 9, Creating Voucher Type, Displaying Voucher Type, Altering Voucher Types Financial Statements - Balance sheet, Profit & Loss A/c, Trial Balance -Accounting Books & Reports - Cash Book, Bank Book, Purchase Register, Sales Register, Journal Register, Debit Note Register, Credit Note Register, Day Book, Statistics

Unit V: VAT – Value Added Tax and TDS- Introduction to VAT -VAT Classification – Creating Tax Ledger Input VAT @ 12.5 % - Creating Tax Ledger Output VAT @ 4%, Cost Centers, Cost Categories, Tax Collected at Source (TCS) TDS (Tax Deducted at Source), Payroll, Attendance Creation, Salary Detail Creation

Text & Reference Books:

1. Ramesh.Bangia, Using Tally ERP 9, Khanna Book Publishing Ltd.2010
2. Asok K. Nadhani, Mastering Tally ERP 9, BPB Publication.
3. Tally ERP 9 Training Guide, Kitabmahal.

*** Internal 50 marks for Theory and External 50 marks for Practical**

Tally Practical

1. Preparation of Trail balance
2. Balance sheet
3. Subsidiary Books
4. Petty cash book
5. Inventory Info
6. Pay Roll Module
7. TDS and TCS Calculations
8. VAT Calculations

Record note	: 15 marks,
Programme Writing	: 15×2=30 marks,
Debugging	: 10×2=20 marks,
Result	: 5×2=10 marks.

**MSU/2016-17/UG-Colleges/Part-III - B.Com (Vocational) Computer Applications
Semester-V / Ppr.no.28 (C) /Major Elective – 2(C)**

LOGISTICS MANAGEMENT

Unit I: Logistics - Meaning - Importance - Logistical Competency - Logistical Mission - Service - Total Cost - Logistical Renaissance - Technological Advancement - Regulatory Change - IT Revolution - TQM initiatives.

Unit II: Work of Logistics - Network design - information - Transportation and Inventory - Warehousing - material handling - packaging - integrated Logistics - Inventory flow - Information flow.

Unit III: Operating objectives - Rapid response - minimum variance - minimum inventory - movement consideration - quality - Life cycle support - barriers to internal integration in organizational structure - measurement system - inventory ownership - information technology - knowledge transfer capacity.

Unit IV: Information functionality and inventory functionality - principles of logistics information - Information Architecture - planning - operations - Logistics Information flow - application of new information technologies - electronic data interchange standards - inventory determining order point - lot size - accommodating uncertainty - replenishing ordering and warehousing management.

Unit V: Transportation infrastructure - transport functionality - principles - modal classification transportation formats - suppliers of transportation service - storage functionality principles - concept of strategic storage - developing warehouse resource - warehouse strategy.

Text & Reference Book:

1. Logistical Management (Integrated supply chain Process) - By Donald J Bowersox, David J. Closs - Tata McGraw-Hill edition
2. Supply chain Logistics Management - By Donald J. Bowersox, David J. Closs, and M. Bixby Cooper – Tata Mc Grow Hill Publishers.

**MSU/2016-17/UG-Colleges/Part-III - B.Com (Vocational) Computer Applications
Semester-VI / ppr.no.30/Core - 13**

CORPORATE ACCOUNTING II

Unit I : Liquidator's final statement of Accounts.

Unit II: Accounts of Banking Companies – Rebate on Bills discounted- Final Accounts.

Unit III: Double Account System- Accounts of Electricity companies - Replacement of Asset - Calculation of Reasonable Return- Disposable of surplus.

Unit IV: Holding companies- Preparation of Consolidated balance sheet

Unit V: Human Resource accounting – Objectives- Methods of Human Resource Value Accounting- Social Responsibility Accounting.

Text & Reference Books:

1. S.P.Jain & K.L.Narang, Advanced Accountancy, Kalyani Publishers, New Delhi.
2. R.L.Gupta and M.Radhaswamy, Advanced Accountancy, Sultan Chand & Sons, New Delhi.
3. M.C.Shukla and T.S.Grewal, Advanced Accountancy, Sultan Chand & Co., New Delhi.
4. Dr.M.A.Arulanandam&K.S.Raman, Advanced Accountancy, Himalaya Publishing House, Mumbai.
5. P.C.Tulsian, Corporate Accounting, Tata McGraw Hill Companies.

**MSU/2016-17/UG-Colleges/Part-III -B.Com (Vocational) Computer Applications
Semester-VI / ppr.no.31/Core - 14**

MANAGEMENT ACCOUNTING

Unit I: Management accounting – Meaning – Definition – Nature and Scope – Utility and Limitations – Management accounting Principles – Functions of Management accounting – Tools of Management accounting - Management accounting and Financial accounting – Cost accounting and Management accounting.

Unit II: Financial Statements – Meaning and types of Financial Statements - Analysis and Interpretation of Financial Statements – Types of Financial Statement Analysis – Steps involved in Financial Statement Analysis – Techniques of Financial Statement Analysis – Uses and Limitations of Financial Statement Analysis.

Unit III: Ratio Analysis – Meaning of Ratios – Classification of Ratios – Analysis and Interpretation of different Ratios – Profitability Ratios – Coverage Ratios – Turnover Ratios – Financial Ratios – Uses and Limitations of Ratio Analysis.

Unit IV: Fund Flow Analysis – Meaning of Fund Flow Statement – Uses of Fund Flow Statement – Parties interested in Fund Flow Statement – Preparation of Fund Flow Statement – Treatment of provision for Taxation, Proposed Dividend and Depreciation – Statement of Changes in Financial position – Cash Flow Analysis – Meaning of Cash Flow Statement – Preparation of Cash Flow Statement (Simple problems only) – Utility and Limitations of Cash Flow Analysis.

Unit V: Basics of Capital Budgeting – Concepts of Capital Budgeting – Importance of Capital Budgeting – Capital Budgeting Process – Evaluation of Investment proposals – Traditional methods – Pay- back period method – Net Present Value method – Internal Rate of Return method (Simple problems only).

Text & Reference Books:

1. R.S.N.Pillai & Bagavathi, Management Accounting, S.Chand &Company.
2. Dr.S.N.Maheswari, Principles Of Management Accounting, Sultanchand&Sons.
3. S.P.Jain&K.L.Narang, Cost And Management Accounting, Kalyani Publishers.
4. S.P.Iyenger, Cost And Management Accounting, Sultanchand&Sons, New Delhi
- 5.T.S.Reddy & Y.Hariprasad Reddy, Management Accounting, Margham Publications
6. A. Murthy, S. Guruswamy, Management Accounting-Theory & Practice, Vijay Nicole Imprints Private Limited , Chennai.

**MSU/2016-17/UG-Colleges/Part-III -B.Com (Vocational) Computer Applications
Semester-VI / ppr.no.32/Core - 15**

INDUSTRIAL LAW

Unit I : The Factories Act, 1948- definitions - approval, licensing and registration of factories - duties of occupier - inspecting staff - certifying surgeons - provisions for health –safety – welfare - working hours and holidays- employment of young persons and women – annual leave with wages- penalties and procedure.

Unit II : Workmen’s compensation Act 1923 - Scope and coverage - definitions – rules - personal injury by accident - occupational diseases arising out of and in the course of employment - theory of national extension - amount of compensation- distribution of the compensation- notice and claim.

Unit III: Industrial Disputes Act 1947- object - definitions- conciliation - machinery- adjudication machinery- powers and duties of authorities - procedures - voluntary reference to arbitration – award - strike – and lock outs – lay off – retrenchment – transfer and closing down of their undertaking – penalties.

Unit IV: The Trade Unions Act, 1926 – Consumer Act 1986

Unit V: The Employees’ State Insurance Act 1948 – The payment of Gratuity Act 1972.

Text & Reference Books:

1. N.D.Kapoor, Elements of Mercantile Law, Sulatan Chand.
2. P.C.Tyisian, Business and Corporate Law, Tata McGraw hill Publications

**MSU/2016-17/UG-Colleges/Part-III -B.Com (Vocational) Computer Applications
Semester-VI / ppr.no.33/Core - 16**

AUDITING

Unit I: Introduction – meaning – objectives – difference between Accountancy and Auditing – advantages – limitations – Audit programme – Audit working papers – preliminaries before Audit – test checking and routine checking.

Unit II: Internal check – meaning – objectives – difference between internal control and internal Audit – Advantages and Disadvantages of internal check – internal check regarding cash, purchases, purchase returns, sales and sales returns.

Unit III: Vouching – meaning – objects – importance of vouchers – precautions to be taken by the Auditors while examining vouchers – vouching of various transactions.

Unit IV: Verification and valuation of assets and liabilities – classification of assets – verification of different types of assets – verification of liabilities – Valuation of investment, Stock -in -Trade and Book debts.

Unit V: Company Auditor - Appointment – qualification and disqualification – removal of an Auditor – status – rights – duties and liabilities – Auditor’s Report – content – kinds of Auditors Report – general considerations for drafting the report.

Text & Reference Books:

1. B. N. Tandon, Auditing, S. Chand & Co., New Delhi
2. Dr. T.R. Sharma, Auditing, Sahitya Publication, Agra.
3. Dinkar Pagare, Principles and practice of Auditing, Sultan Chand & Sons, New Delhi.
4. Saxana, Reddy and Appannaiah, Text Book of Auditing, Himalaya Publishing House.
5. S.K. Basu, Auditing Principles and Techniques, Pearson India Education Services Pvt. Ltd, Noida.

**MSU/2016-17/UG-Colleges/Part-III -B.Com (Vocational) Computer Applications
Semester-VI / ppr.no.34 (A) / Major Elective- 3 (A)**

INCOME TAX LAW & PRACTICE II

Unit I: Income under the head- other sources – Computation – Problems.

Unit II: Set off and carry forward of losses. Deduction from Gross total Income- Problems

Unit III: Procedures for Assessment – Returns – Types of returns – Types of Assessment – Tax Deducted at source.

Unit IV: Assessment of Individual – Problems including computation of tax.

Unit V: Assessment of firm – Problems including Section 40(b) application.

Text & Reference Books:

1. Dr. H.C. Mehrotra and Dr. P. Mehrotra, Income tax law and accounts
2. V.P. Gaur, D.B. Narang, Pooja Ghai and Rajeev Puri, Income tax law and practice .
3. A.Murthy, Income Tax Law and Practice Assessment Year 2015-16, - 3rd Edition, Vijay Nicole Imprints Private Limited.

**MSU/2016-17/UG-Colleges/Part-III - B.Com (Vocational) Computer Applications
Semester-VI / ppr.no.34 (B) / Major Elective- 3 (B)**

MULTIMEDIA WITH APPLICATIONS

Unit - I: Introduction: Multimedia : Introduction to Multimedia : Classification of Multimedia, Multimedia Software, Components of Multimedia – Audio : Analog to Digital conversion, sound card fundamentals, Audio play backing and recording Video, Text : Hyper text, Hyper media and Hyper Graphics, Graphics and Animation : Classification of Animation. Authoring Process and Tools.

Unit - II: Multimedia Usages: Uses of Multimedia- Introduction to making multimedia – The stage of Project- hardware & software requirements to make good multimedia- skills and Training opportunities in Multimedia -Motivation for Multimedia usage

Unit - III Multimedia I/O Technologies: Multimedia input and output technologies -Key Technology Issues- Pen Input- Video and Image Display Systems- Print Output Technologies- Image Scanners- Digital Voice and Audio- Video Images and Animation- Full Motion Video.

Unit – IV Multimedia System Design: Multimedia system design - design- Types of Multimedia systems - Virtual Reality Design - Components of Multimedia system - Distributed Application Design Issues - Distributed Multimedia Systems

Unit - V Multimedia Application: Multimedia Applications- Inter- personnel Communication- Interactive Applications over the Internet- Entertainment Applications and Multimedia Conferencing.

Text & Reference Books:

1. Tay Vaughan, “Multimedia making It work”, TMH 8th Edition
2. S. Gokul : Multimedia Magic, BPB Publication.
3. Bufford : Multimedia Systems, Addison Wesley
4. Jeffcoate : Multimedia in Practice, Prentice-Hall.

**MSU/2016-17/UG-Colleges/Part-III -B.Com (Vocational) Computer Applications
Semester-VI / ppr.no.34 (C) / Major Elective- 3 (C)**

E-FILING

Unit I: Fundamentals of Taxation-Types of Taxation-Features in Taxation-Procedure of Taxation- Registration Method of Taxation- Accounting for Tax

Unit II: Meaning of Value Added Tax- FAQ On VAT- Rules And Amendment On VAT-Form Filling In VAT- Practical Training In VAT- E-Filing In VAT- Central Sales Tax(CST)- Form Filling-CST E-Filing

Unit III: Meaning of Central Excise- Registration for Central Excise - Excise & Customs Form Filling- E-Filing in Central Excise-Service tax Form Filling- E-Filing in Service tax.

Unit IV: Meaning of Tax deducted At Source- Procedure for Tax Deducted at Source (TDS)- TDS Form Filling- E-Filing in TDS – Tax Collected at Source (TCS) Form Filling-E-Filing in TCS

Unit V: Meaning of Income tax-Procedure for Income tax- Income tax Form Filling-E-Filing in Income tax.

Text & Reference Books:

1. Indirect taxes - V.S.DATEY
2. Direct taxes - V.S.DATEY
3. Dr. H.C. Mehrotra and Dr. P. Mehrotra, Income tax law and accounts
4. A.Murthy, Income Tax Law and Practice Assessment Tear - 3rd Edition, Vijay Nicole Imprints Private Limited, 2015-16.
5. V.Balachandran, Indirect taxation.
6. T.S. Reddy and Y. Hari Prasad Reddy, Business Taxation.
7. Sanjeev Aggarwal, A Handbook of Service Tax.

*** Internal 50 marks for Theory and External 50 marks for Practical**

**MSU/2016-17/UG-Colleges/Part-III -B.Com (Vocational) Computer Applications
Semester-VI / ppr.no.34 (C) / Major Elective-s(C)/ Practical**

E-FILING PRACTICAL

VALUE ADDED TAX (VAT)

Basic Concepts in VAT- Configuring VAT in Tally.ERP 9 - Company Setup, Enabling Value Added in Tax (VAT), VAT Classifications- **Creating Masters** - Creating Purchase Ledger, Creating Sales Ledger, Creating Input VAT Ledger, Creating Party Ledgers, Creating Stock Items-**Entering Transaction** - Creating Purchase Voucher without Inventory, Creating Purchase Invoice with default VAT Class, Creating Purchase Invoice with Selection of VAT Class during Entry, Creating Purchase Invoice with Multiple VAT Rates, Creating Sales Voucher without Inventory, Creating Sales Invoice with default VAT Class, Printing Sales Invoice, Creating Sales Invoice with Selection of VAT Class during Entry, Creating Sales Invoice with Multiple VAT Rates, Creating Sales Invoice using Voucher Class-**Accounting for Return of Goods** - Sales Returns, Purchase Returns-**Rate Difference in Purchase/Sales** - Rate difference in Purchase, Rate difference in Sales-**Accounting for Interstate Transactions** - Inter – state Purchases, Inter –state Sales-**Exempt Transaction under VAT** - Exempted Purchase, Exempted Sales-**Purchases from Unregistered Dealers** Learning Tally.ERP 9 – From Accounting to ERP Syllabus Page 5- **Claiming ITC on Capital Goods-Inter –state Branch Transfers** - Branch Transfer Outwards, Adjustment of ITC on Branch Transfers, Branch Transfer Inwards- **VAT Reports** - VAT Computation, VAT Returns, eVAT Returns, VAT Commodity, VAT Register- **Practice Exercises-VAT for Composite Dealers** - Enabling VAT for Composite Dealer, Composite VAT Classifications, Creating Masters, Creating Purchases, Creating Sales, Purchase from Unregistered Dealers, VAT Composition Reports, Payment of Composite VAT, Practice Exercises- **Basics of Central Sales Tax (CST)-Enabling CST In Tally .ERP 9** - Company Setup, Creating Masters- **Recording interstate Transactions in Tally.ERP 9** - Inter-state Purchases, Inter-state Sales Against C Forms, Transit Sales against E1 and E2 Forms, Branch Transfers/Consignment Sales against F Forms, Exports against H Form, Sales to SEZ Units against I Form-**Payment of CST-CST Reports** - Forms Receivable Report, Forms Issuable Report, ECST Forms, CST Register-**Practice Exercises**

TAX DEDUCTED AT SOURCE

Basic Concepts of TDS-Configuring TDS in Tally.ERP 9 - Enabling TDS in Tally.ERP 9, TDS Statutory Masters-**Creating Masters** - Expenses Ledger Accounts, TDS Ledger Accounts, Party Ledger Accounts, Bank Accounts-**Recording Transactions** - Booking Expenses and Deducting TDS, Booking

Expenses and Deducting TDS Later, TDS Deduction at Lower Rate, TDS Deduction at Zero Rate, Deducting TDS on Payments, Payments of TDS- **TDS Reports** – Computation, Challan Reconciliation, Return, eTDS Returns, Out standings, Exception Reports

SERVICE TAX

Basics of Service Tax- Configuring Tally.ERP 9 for Service Tax - Salient Features of Service Tax compliant Tally.ERP 9, Company Setup, Enabling Service Tax, Service Tax Statutory Masters- **Creating Masters** - Creating Sundry Creditors Ledger, Creating Sundry Debtors Ledger, Creating Duties and Taxes Ledgers, Creating Sales Ledger for Services, Creating Purchase Ledger for Services, Creating Bank Ledger- **Recording Transactions** - Creating Purchase Invoice, Creating Sales invoice- **Accounting for Advance Receipts- Accounting for Opening Service Tax Credit- Adjustment of Input Service Tax Credit- Payment of Service Tax- Service Tax Reports** - Service Tax Computation, Service Tax Payables, Input Credit Summery, ST 3 Report, Exception Reports.

PAYROLL

Basics of payroll-Configuring Tally.ERP9 for payroll-salient features of payroll tax compliant, Tally.ERP9, Company setup, enabling- creating masters- creating employee group, employee name, creating payroll ledgers and tax ledgers, Recording transactions-creating Payroll vouchers, PF& ESI Ledgers, payment of payroll & PF & ESI- Payroll Reports-pyroll register, Tax payables, Summary of Salary register, PF&ESI reports.

Record note	: 15 marks,
Programme Writing	: 15×2=30 marks,
Debugging	: 10×2=20 marks,
Result	: 5×2=10 marks.