



MANONMANIAM SUNDARANAR UNIVERISTY,  
TIRUNELVELI-12  
**SYLLABUS**



**CERTIFICATE COURSE IN COMPUTER AIDED ACCOUNTING**

<b>Subject Status</b>	<b>Subject Title</b>	<b>Subject Code</b>
Core	Computerised Accounting Package – Tally – 9	CCAAT1
Core	Income Tax Law and Practice	CCAAT2
Practical	Computerised Accounting package – Tally 9	CCAAL1



## **COMPUTERISED ACCOUNTING PACKAGE TALLY – 9**

### **Unit – 1**

New features of Tally 9.0 – Tally screen components – creating and setting up of company in Tally – Company features.

### **Unit – 2**

Classification of Accounts – Creating Ledgers – Creating Inventory Ledgers – Create a stock items, stock groups, stock categories – cost centers.

### **Unit – 3**

Types of vouchers – Trial Balance – final accounts – cash flow and fund flow statement.

### **Unit – 4**

Value added tax – meaning of VAT – general technologies used in VAT – VAT rates – computation of VAT. TDS – features of TCS – Classification of TDS – TDS computation.

### **Unit – 5**

Service tax – features of service of tax – creation of ledger and imput credit – adjustment of services – characteristics of FBT – FBT voucher type – FBT computation.

### **Reference Books :**

1. Implementing Tally 6.3, A.K. Nadhani, K.K. Nadhani, BPB Publication.
2. Tally 9, Dr. Namrala Agarwal, Dremtech press, New Delhi.

## **INCOME TAX LAW AND PRACTICE**

### **Unit – 1**

Basic concepts person – assure – assessment year – previous year – concept of income – Residential; status of Individuals – exempted income u/s 10.

### **Unit – 2**

Income from salary – definition of salary – allowance – perquisites – taxable salary simple problems – income from House property – simple problem.

### **Unit – 3**

Income Tax on House Property



**Unit – 4**

Income from business, profession and other sources – disallowed expenditure – simple problem capital gain.

**Unit – 5**

Assessment of individuals – computation of gross total income deduction u/s 80 Tax liability of an individual Computation of Taxable Income of an Individual.

**Reference**

1. Income tax law and practice – By Mehrotra.
2. Income tax law and Practice – Bhagavathi Prasad.
3. Direct taxes – singania.

**COMPUTERISED ACCOUNTING PACKAGE  
TALLY 9**

1. Creation of company
2. Ledgers and Vouchers Creation
3. Final Accounts and Balance Sheet
4. Preparation of Trial Balance
5. Ledger and Voucher creation of VAT
6. Ledger and Voucher Creation of TDS
7. Ledger and Voucher Creation of ST
8. Ledger and Voucher Creation of FBT

