

CERTIFICATE COURSE IN FINANCIAL ACCOUNTING (CCFA)

Effective from JULY-2026

Course Duration: 6 Months



**Makhanlal Chaturvedi National University of
Journalism and Communication, Bhopal**

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About The University

Makhanlal Chaturvedi National University of Journalism and Communication (MCNUJC) was established in 1990. Carrying forward the legacy of excellence, it is a leader and pioneer in Mass Communication, Media, Journalism, Computer Applications, Digital media, and Management Education.

Established by the Madhya Pradesh Government, MCNUJC is named after Pt. Makhanlal Chaturvedi, the great editor, poet, litterateur and freedom fighter. It is the first academic Centre of excellence in the entire Asian sub-continent where professionals are developed in Communication, Media, and IT disciplines through traditional and modern methods of communication relevant to the current media needs. The University is also recognised under section 12(B) of UGC.

Sticking to the newest trends of Media and Information Technology, the University conducts postgraduate, undergraduate as well as skill-oriented diploma courses in Journalism, Broadcast Journalism, Advertising and Public relations, Electronic Media, New Media, Computer Applications Media management and Communication Research.

University has been a pioneer in launching many new job-oriented courses of significance, which have received enormous appreciation among employers. The University has a focused approach towards professional education, training and innovative methods of teaching and learning. Students get opportunity to study subjects of their choice under the Choice Based Credit System (CBCS) as per the industry needs. The University is equally appreciated for its research contribution through its research scholars leading to the award of PhD in Media and Computer Applications. Most of the faculty members of the university hold a PhD along with strong research contribution.

MCNUJC is a unique amalgamation of Media and IT professionals and academicians. Today, the university is also providing education to the remote rural areas with a wide network of over more than 1600 associated study institutes, where annually over one lakh students are studying in regular programs. This is a grand indicator of the university's success, credibility, popularity and recognition.

Our faculty members are renowned for their dynamic approach, research and dedication. They are approachable and enthusiastic teachers who make their disciplines accessible and enjoyable. The university aims to transform dreams and ambitions of students into global opportunities for success. Alumni are placed in renowned print media institutions, channels, advertising agencies, public relations firms, graphic designing and multimedia world, information technology and computer industries and many of them occupy senior positions.

What makes MCNUJC the first choice for media, communication and IT education in the entire country is its comprehensive academics with exceptional industry exposure and quality education on affordable fee structure with the best professional environment.

CERTIFICATE COURSE IN FINANCIAL ACCOUNTING(CCFA)

Course Duration: 6 Months

Eligibility: 10+2 or equivalent

Course Objective:

- Understand fundamental of computer and office automation tools.
- Understand the basic principles and concepts of accounting.
- Understand basic systems of accounting.
- Understand investment options like shares, mutual funds, and insurance.
- Gain basic knowledge of taxation (Income Tax, TDS, GST).
- Introduce students to data security, user management, and company data handling in Tally Prime.
- Develop understanding of GST concepts and their practical implementation in Tally Prime.
- Generate and interpret financial and inventory reports for decision-making.
- Perform banking operations like cheque printing and bank reconciliation in Tally Prime.

Course Outcomes:

- Explain Fundamental of computer and office automation tools.
- Explain core accounting concepts and rules.
- Prepare journals, ledgers, and final accounts.
- Evaluate different investment and insurance options.
- Calculate taxable income and file basic tax returns.
- Understand GST and TDS procedures used in businesses.
- Operate Tally Prime efficiently for financial and inventory accounting.
- Record business transactions using appropriate vouchers.
- Generate statutory and analytical reports like Profit & Loss, Balance Sheet, and Ratio Analysis.
- Apply data security features such as Tally Vault, User Control, and Backup-Restore operations effectively.
- Design and manage payroll systems with statutory deductions (PF, ESI, PT) and generate payroll-related reports.

SCHEME

CERTIFICATE COURSE IN FINANCIAL ACCOUNTING (CCFA)

Subject Code	Subject Name	Theory Paper	Practical Exams	Internal Evaluation	Total Marks
1CCFA1	Computer Essentials	70	20	30	120
1CCFA2	Fundamentals of Accounting, Taxation & Investment	70	-	30	100
1CCFA3	Financial Accounting using Tally-Part-1	70	20	30	120
1CCFA4	Financial Accounting using Tally-Part-2	70	20	30	120
Total Marks		280	60	120	460

General Instructions:

1. For passing the subject examination minimum 40% marks must be separately scored in Theory Paper, Practical Exams and Internal Evaluation in the subject.
2. For passing the semester, minimum aggregate marks must be 45% in the semester.

1CCFA1-COMPUTER ESSENTIALS

Detail syllabus

UNIT-I: Computer System Concepts, Application area, advantage & disadvantage, Components of a computer system -Control unit, ALU, Input/Output, Memory, Mother Board, Generations of computers, Configurations of Computer system, Types of PCs, Primary Vs Secondary Memory, Types of Software: Application, System Software, Computer Network LAN,WAN,MAN, Programming Languages: Machine, Assembly, High Level, 4GL, Translators : Assemblers, Compilers and Interpreter. Introduction to AI, History, Definition, and Applications of AI, Types of AI, Definition, Scope, and Goals of AI, Advantages and Limitations of AI.

UNIT-II:Operating System (Windows 11): Overview of Windows Operating System, Basic Operations-How to Start a computer, Login, Logoff, Shutdown, Personalizing Desktop-Desktop Background, Screen Saver, Themes, Setting date & time, Task bar, Files & Folders, Create, Copy, Rename, Moving & Delete Files & Folders, Create & Using Shortcuts, Recycle Bin.

Accessories-MS Paint, Notepad, Windows Media Player, Calculator, Language Settings, add, remove devices and software Programs and fonts, Enhance the performance of computer- using Disk Clean-up, using Disk Defragmenter.

Introduction to Internet, Browser, WWW and URL, Features of Web Browser, Overview of AI Productivity Tools (ChatGPT, Copilot, Gemini, Notion AI)

UNIT-III: Introduction to MS Office (2013), Introduction to MS Word, Features & Area of use. Working with MS Word, Menus & Commands, Ribbon, Toolbars & Buttons, Shortcut Menus, Wizards & Templates, Different Page Views and layouts, Applying various Text Enhancements- Fonts, Styles, Text Attributes, Formatting Your Text and Documents: Auto format, Paragraph and Page Formatting, Line spacing, Margins, Borders and Shading, Tabs and Indents, Text Editing using various features, Bullets, Numbering, Working with Styles, Spell Check Working with Headers and Footers, Find & Replace, Mail-Merge. Tables: Creating a simple table, Editing Table, Conversion to and from text. Introduction to Google Docs, Smart Compose, Editor and AI Summarizer.

UNIT-IV: Graphics in MS-Word: Importing graphics, Clipart, insert picture, Using Clip Art, Shapes and SmartArt in documents, using drawing features, drawing objects, text in drawing. Taking and inserting Screenshots in Documents, Using WordArt and Drop Cap features in documents.

Using AI tools for grammar checking and content suggestions.

MS PowerPoint: Introduction & area of use, Working with MS PowerPoint, Creating a New Presentation, Working with Presentation, Using Wizards; Slides & its different views, Inserting, Deleting and Copying of Slides; Using Animation and Transitions in presentation,

Overview of AI Tools for Presentation (Beautiful.ai, Tome, Canva), Generate an AI-based presentation using online tools

UNIT-V: MS Excel Spreadsheet Basics & features, concepts of Workbook & Worksheets, Using Wizards, Various Data Types, Selecting cells, Entering and editing text, Entering and editing Numbers, Removing & Resizing of Columns & Rows, entering and editing Formulas, Referencing cells, Moving cells, Copying Cells, Sorting Data, Inserting Rows, Inserting Columns, Inserting cells, Deleting parts of a worksheet, Different Views of Worksheets.

Formatting: Page setup, Cell Formatting, changing column widths and Row heights, auto format, changing font sizes and Attributes, centering text across columns, using border buttons and Commands, changing colors and shading, hiding rows and columns, Working with Data & Ranges, Column Freezing, Labels, Hiding, Splitting, merging etc. Charts in excel, working with Chart, different types of charts,

Introduction to Copilot, Using AI in Excel: Data Insights, Trend Prediction, AI Formulas, and Chat-based Analysis, Using AI features like “Analyze Data” and ChatGPT for formula generation.

Books and References

- Windows 8.1 Plain and Simple by Joli Ballew, Nancy Muir, PHI
- MCSA Microsoft Windows 8.1 Complete Study Guide: Exams 70-687, 70-688, Jeffrey R. Shapiro, Darril Gibson, Wiley India
- Windows 8.1 For Dummies By Andy Rathbone, Wiley India
- Office 2013 in Simple Steps, Kogent Learning Solutions Inc., Wiley India
- Microsoft Office:2013 Edition Inside Out, Bott Ed, Siechert, Carl, Prentice Hall Of India (PHI)
- Learning Microsoft Office 2013, Paperback by Ramesh Bangia, Khanna Book Publishing
- Microsoft Learn Portal: AI Features in Microsoft 365
- https://cbseacademic.nic.in/web_material/Curriculum25/publication/srsec/843_AI_Student_HandbookXI.pdf

- Fundamentals of Computers, Paperback by Reema Thareja, Oxford University Press.
- Computers Today, A. Ravichandran, Khanna Book Publishing.
- Handbook of Computer Fundamentals by Nasib Singh Gill, Khanna Publishers.

Practical Questions:

Q. Load Microsoft Word & type the following text and do the following tasks:

Television

How does television affect our lives? It can be very helpful to people who carefully choose the shows that they watch. Television can increase our knowledge of the outside world, there are high quality programmers that helps us to understand many fields of study, science, medicine, the arts and so on. Moreover, television benefits very old people, who can't often leave the house as well as patients in hospitals. It also offers non native speakers the advantage of daily informal language practice. They can increase their vocabulary and practice listening.

On the other hand, there are several serious disadvantages of television. Of course, it provides us with a pleasant way to relax and spend our free time, but in some countries, people watch the 'blood tube' for an average of six hours or more a day. Many children stare at a television screen for more hours each day than they do anything else including studying & sleeping. It's clear that the tube has a powerful influence on their lives and that its influence is often negative.

1. Save your work as "Television" on Desktop.
2. Set the heading : Font Times New Roman Size 18, align centre & Bold,
3. Set the remaining text with font Calibri & size 12
4. Underline the heading & change all letters to uppercase
5. Run the spell checker.
6. Apply indentation to the first line of the second paragraph
7. Change the line spacing of the paragraphs to 1.5.
8. Replace the word "screen" with monitor.
9. Apply a 6pt width page border to the document
10. Change the Page orientation to Landscape

Q. Type the given text in similar format using list in the word:

1. Select the first, then hold CTRL whilst selecting the rest
 - Right click on them
 - Double click on them
 - Use the TAB button
2. How do you get capital letters using just one finger?
 - Use the SHIFT LOCK key
 - Use the TAB key
 - Use the ESCAPE key

- Use the CTRL key
3. What is the short cut for copying data to the clipboard?
- CTRL + C
 - CTRL + X
 - CTRL + Z
 - CTRL + V

Q. Create a table as shown below.

Student Name		Marks1	Marks2
First Name	Last Name		

1. Enter the detail in the table
2. Insert one row after Marks 2 and name its heading as Total
3. Calculate total of Marks1 & Marks2 and enter in Total Column
4. Bold the Student Name, Marks1, Marks2 , & Total

Q. Type the following text in Hindi using UNICODE

हँसीशरीरकेस्वास्थ्यकाशुभसंवाददेनेवालीहै।वहएकसाथहीशरीरऔरमनकोप्रसन्नकरतीहै।पाचनशक्तिबढ़ातीहै, रक्तकोचलतीहैऔरअधिकपसीनालातीहै।हँसीएकशक्तिशालीदवाहै।एकडॉक्टरकहताहैकिवहजीवनकिमीठीमदिराहै।डॉक्टरहयु डकहताहैकिआनंदसेबड़करबहुमूल्यवस्तुमनुष्यकेपासऔरकोईनहीं।कारलाइलएकराजकुमारथा।संसारत्यागीहोगयाथावहकहता हैकिजोजीसेहँसताहै, वहकभीबुरानहींहोता।जीसेहँसो, तुम्हेअच्छालगेगा।अपनेमित्रकोहँसाओ, अवअधिकप्रसन्नहोगा।शत्रुकोहँसाओ, तुमसेकमघर्णाकरेगा।एकअनजानकोहँसाओ, तुमपरभरोसाकरेगा।उदासकोहँसाओ, उसकादुःखघटेगा।एकनिराशकोहँसाओ, उसकीआशाबढ़ेगी।एकबूढ़ेकोहँसाओ, वहअपनेकोजवानसमझनेलगेगा।एकबालककोहँसाओ, उसकेस्वास्थ्यमेंवृद्धिहोगी।वहप्रसन्नऔरप्याराबालकबनेगा।परहमारेजीवनकाउद्देश्यकेवलहँसीहीनहींहै, हमकोबहुतकामकरनेहैं।तथापिउनकामोंमें, कष्टोंमेंऔरचिंताओंमेंएकसुंदरआंतरिकहँसी, बड़ीप्यारीवस्तुभगवाननेदीहै।

Q. Send a letter to your classmates using mail merge.

Q. Write about introduction of computer and insert pictures related to it.

Q. Open Microsoft Excel and perform the following

- Input experimental data into Microsoft Excel worksheet.
- Properly format and organize data inserted.
- Perform calculations using built-in functions.
- Generate simple and effective tables and graphs
- Integrate both graphs and tables created in MS Excel into MS Word document.

Q. Make Power Point Slides to explain various input and output devices

Q. Make Power Point Slides to show various tourist places of Madhya Pradesh.

- Q. Apply text and slide transitions
- Q. Insert image & sound file in Presentation
- Q. Create a project report using MS Word + AI summarizer
- Q. Develop a sales report and analyze it using Excel + AI insights
- Q. Prepare a multimedia presentation with AI design tools
- Q. Create a student database using MS Access and connect it to Excel
- Q. Use AI assistant (ChatGPT/Copilot) to automate office workflows

1CCFA2-FUNDAMENTALS OF ACCOUNTING, TAXATION & INVESTMENT

Detail syllabus

Unit-I: Introduction to Accounting – Meaning of Book-Keeping, Meaning of Accounting, Objectives of Accounting, Limitations of Accounting, Terminology of Accounting, GAAP, Accounting Assumptions, Development of Accounting Standard in India, International Financial Reporting Standards, Systems of Accounting, Introduction to Investments – Share Market & Its Concept, SEBI, Mutual Fund, Types of Mutual Fund, Terminology, Introduction to Insurance – LIC VS GIC, Term Insurance & its Advantages and Disadvantages, Medical Insurance and its Types.

Unit-II: Accounting Equation, Golden Rules of Accounting, Modern vs Traditional Rules, Source of Accounting Documents – Cash Memo, Invoices, Receipt, Pay in Slip, Cheques, Vouchers, Debit & Credit Note, Double Entry System, Characteristics of Double Entry System, Principles, Advantages and Disadvantages, Stages of Accounting, Recording of Transactions – Format of Journal, Cash Discount Vs Trade Discount, Banking Transactions, Types of Subsidiary Books, Simple Cash Book, Double Column Cash Book, Three Column Cash Book, Cash book VS Petty Cash Book, Purchase Book, Purchase Return Book, Sales Book Sales Return Book, Preparation of Ledgers, Creation of Trial Balance, and its different types of Methods Preparation of Bank Reconciliation Statement.

Unit-III: Introduction to Depreciation – Meaning, Necessity of Providing Depreciation, Factors Affecting Depreciation, Methods of Depreciation – Fixed Instalment Method, Diminishing Balance Method, Annuity Method, Insurance Policy Method, Journal Entries related to Depreciation, Provisions and Reserves, Introduction to Financial Statements, Types of Financial Statements – Preparation of Trading Account, Profit and Loss Account, Types of Balance Sheet, Final Accounts with Adjustments, Rectification of Errors – Introduction, Classification of errors on the basis of Book-Keeping, Suspense A/c, Methods of Rectification, Preparation of Accounts from incomplete records, Financial Statements of Non-Profit Organization – Introduction, Receipts & Payments Account VS Income & Expenditure Account, Balance Sheet

Unit-IV: Introduction to Taxation – Concept of Tax, Objectives, Types of Taxes – Direct Taxes Vs Indirect Taxes, Tax Evasion Vs Tax Avoidance, Basic Concept of Income Tax, Heads of Income, Deductions Under Chapter VI-A, Computation of Total Income & Tax, Filing of Income Tax – Types of ITR, Procedure of E-Filing, Due Dates for Filing Returns, Belated and Revised Returns, Tax Deducted at Source (TDS) – Concept, Common Sections under TDS, TDS Rates & Threshold Limits, TDS Certificates, Form 26AS, AIS, TIS, Refund Claim Process.

Unit-V: Introduction to GST – Meaning of GST, Objectives, Features, Historical Background, Types of GST, Intra-State Vs Inter-State Supply, Input Tax Credit (ITC), Reverse Charge Mechanism (RCM), Types of GST Reports, GST Rates & Exemptions, GST-Council.

Books and References

- Financial Accounting by Ashok Banerjee — Excel Books India.
- Taxation and GST in India by Dr Chandra Bhooshan Singh — One Point Six Technologies Pvt. Ltd.

1CCFA3-FINANCIAL ACCOUNTING USING TALLY-PART-1

Detail Syllabus

Unit-I: Introduction to Tally Prime – Features, Downloading and Installation of Tally Prime, Types of Licenses, Education Mode, Create Company, Shut Company, Alter Company, Company Features(F11), Configuration(F12), Maintaining Charts of Accounts – Accounting Masters, Inventory Masters, Alteration of Masters, Deletion of Masters, Multi Masters Creation – Multi Ledgers, Multi Groups, Multi Stock Group, Multi Stock Items, Accounting Vouchers – Receipt Voucher, Payment Voucher, Contra Voucher, Purchase Voucher, Sales Voucher, Debit & Credit Note Voucher, Journal Voucher, Voucher Type – Invoice No. Alteration, New Voucher Creation.

Unit-II: Storage and Classification of Inventory – Inventory Management, Tracking of Movements of goods in Batches/Lots, Godown Creation, Price Levels & Price List, Manufacturing Process, Accounts Receivable & Payable Management – New Ref, Angst Ref, On Account, Advance, Credit Limit, Interest Calculations, Cost Profit Centers – Activation of Cost Centers and Cost Categories, Creation & Deletion of Cost Centres and Cost Categories, Cost Centers Breakup, Ledger Break-up, Group Break-up, Budget and Scenario Creation, Deletion & Alteration of Budget and Scenarios.

Unit-III: Inventory Vouchers – Purchase order, Sales order, Receipt Note, Delivery Note, Rejection out, Rejection in, Stock Journal, Physical Stock, Invoice Creation, Non-Accounting Vouchers – Memorandum Voucher, Reversing Journal, Optional Voucher

Unit-IV: Generation and Printing Reports – Profit & Loss, Balance Sheet, Day Book, Stock Summary, Trial Balance, Godown Summary, Bills Payable, Bills Receivable, Cash Flow, Fund Flow, Ratio Analysis, Purchase Register, Sales Register, Stock Query, Movement Analysis, Logo Printing, Stock Category, Actual and Billed Quantity, Standard Cost and Selling Cost, MRP, Foreign Currency.

Unit-V: Banking – Cheque Printing, Single Cheque Printing, Multi Cheque Printing, Deposit Slip, Cheque Deposit, Cash Deposit, Payment Advice, Bank Reconciliation, Manual Bank Reconciliation, Auto Bank Reconciliation, Blank Cheque, Cancel Cheque, Cheque Register, Post Dated Voucher and Report.

Books and References

- Learn Tally Prime: With All New Features 4/E - Rajesh Chheda. ISBN: 978-9390658466, Ane Books Pvt. Ltd.
- Mastering Tally PRIME - Asok K. Nadhani. ISBN: 978-9355512727, BPB Publications.

Practical List

Practical Assignment – 1

1. Create a Company as “Sagar Industries Ltd.” in Tally with inventory management. and pass the following Entries: -

- I. Sagar started “Sagar Industries Ltd.” by bringing Capital Rs.3 00000/- Cash.
 - II. He deposited Rs.1 00000/- cash at ICICI bank.
 - III. He paid electricity bill for Rs.1 200/- by cash.
 - IV. He withdrawn Rs.10 000/- cash for his personal use.
 - V. He purchased the following item from Computer Lab. Ltd. on credit with 4% Vat rate.
 - VI. Computer - 10 Nos. - @20000/- each
 - VII. He sold the following item to Somnath Traders in cash with 4% Vat rate.
 - VIII. Computer - 5 Nos. - @27500/- each
 - IX. He received Rs.6 000/- as commission from Rohit by cash.
 - X. He paid House Rent for Rs.5 000/- by cash.
 - XI. He withdrawn Rs.25 000/- cash from ICICI Bank.
 - XII. He purchased furniture for Rs.25 000/- by cash for office use.
2. Show the Trial Balance and Balance Sheet of “Sagar Industries Ltd.”
3. Show the Vat Computation report of the above company.
4. Show the Cash Book & Bank Book of the company.
5. Show the Day Book.

Practical Assignment -2

1. Jyoti Printers over took all the printing Expenses is of Rs. 1500/-
2. Under packing Expenses& from Hariom packing lmt. Rs. 5000/-
3. Kashav & brother’s help in fuelling of Rs. 300/-
4. Com. open in Bank of India an account with Rs. 100000./-
5. From Ram lal & son’s 4000/- is to be taken of previous year.
6. Under Medicaexpenses we purchase Rs. 750/- Medical from Mahima Medical.
7. One NANO car of RS.125000/- from TATA Moter’s.

8. From M/s R.K. Investment's we purchase share's of SAMSUNG. of Rs.7500.
9. From Soni Brother's Gold @ 35000/- is purchased.
- 10.From XYZ & son's Rs. 5000/- is due of previous year.
- 11.Payment is done to Hariom packing lmt. of Rs.3500/-.
- 12.Payment to Kulvinder & Son's is done of Rs.2700/-
- 13.Payment to TATA Moter's is done by D.D. Rs 125000/- which is 1500/- bank commission paid
- 14.by us.
- 15.From Arjun Ltd. 7000/- is to be taken of previous year.
- 16.Payment to Soni Brother's has done by cheque of Rs. 35000/-
- 17.From XYZ & son's we received Rs. 5000/-
- 18.Payment to Jyoti Printer's has been done by cheque.
- 19.Payment to Hariom packing lmt. we paid his whole amount by cheque

1CCFA4-FINANCIAL ACCOUNTING USING TALLY-PART-2

Detail Syllabus

Unit-I:Data Security – Introduction, Security Control, Creation of Security Levels, Creation of User and Passwords, Tally Vault, Tally Audit Feature, Backup of Company Data, Restoring of Company Data, Migration of Tally ERP.9 Company Data to Tally Prime, Exporting of Data in Available Format, Import of Company Data, Creation of Group Company, Creation of Split Company, Open Database Connectivity (ODBC).

Unit-II:Introduction to Goods and Service Tax – Concept of GST, Objectives, GST Registration, Managing HSN & SAC Code, Types of GST – CGST, SGST, IGST, UTGST, GST Reports – GSTR-1, GSTR-2, GSTR-3B, Input Tax Credit (ITC), Reverse Charge Mechanism (RCM), GST in Tally Prime – Creation of Company and Activating GST, Hierarchy of Calculating Tax in Transaction – Defining GST at Company Level, Defining GST at Stock Group Level, Defining GST at Stock Item Level, Defining GST at Ledger Level, E-way Bill, Challan Reconciliation.

Unit-III: Introduction to Tax Deducted at Source – Basic Concept of TDS, TDS Process, Financial Year, Assessment Year, TDS in Tally Prime – Activation of TDS in Tally Prime, Configuration of TDS at Group Level, Configuration of TDS at Ledger Level, Recording TDS Compliant Transaction in Tally Prime – Expense Partly Subject to TDS, Booking Expenses and TDS Deduction on Crossing Exemption Limit, Accounting Multiple Expenses and Deducting TDS Later, TDS on Expenses at Lower and Zero Rate, TDS on Expenses at Higher Rate, Recording Transaction when TDS Exemption Limit is not crossed, TDS Outstanding, Generating TDS Challan (ITNS 281), Challan Reconciliation, Form 26Q, Form 16, Form 26AS.

Unit-IV:Introduction to Tax Collected at Source – Meaning and Definition of TCS, Objectives of TCS, Goods and Services Covered under TCS, Rates of TCS, Configuring Tally Prime for TCS, Sales of Goods at Lower Rate, Sales of Goods at Nil Rate, Payment of TCS, Payment and Deposit of TCS, TCS Return Filing – Form 27EQ, Certificate of TCS – Form 27D.

Unit-V:Payroll – Meaning and Objectives of Payroll Management, Components of Payroll – DA, HRA, Conveyance Allowance, Special Allowance, Bonus, Incentive, Deduction in Payroll – Provident Fund (PF), Employee State Insurance (ESI), Professional Tax (PT), Loan or Advance Deductions, Payroll Statutory Compliance - EPF Act, 1952, ESI Act, 1948, Payment of Wages Act, 1936, Minimum Wages Act, 1948, Payment of Bonus Act, 1965, Gratuity Act, 1972.

Books and References

- Learn Tally Prime: With All New Features 4/E - Rajesh Chheda. ISBN: 978-9390658466, Ane Books Pvt. Ltd.
- Mastering Tally PRIME - Asok K. Nadhani. ISBN: 978-9355512727, BPB Publications.

Practical List

Practical Assignment – 1

1. Create a new company in Tally Prime named “**ABC Traders Pvt. Ltd.**” with the following details:
 - a. Financial Year: 1st April 2024 to 31st March 2025
 - b. Maintain Accounts with Inventory
 - c. Base Currency: INR
2. Create **two users** with different roles:
 - a. *Admin*: Full access
 - b. *Accountant*: Restricted access (only voucher entry and report view).
3. Apply **Tally Vault Password** and **User Passwords**.
4. Perform **Backup** of company data and then **Restore** it into a new folder.
5. Export company data in Excel format and import it into a new company.
6. Split the company data at the end of the quarter.
7. Create a **Group Company** that includes two companies (ABC Traders and XYZ Wholesalers).
8. Connect the company data to Excel using **ODBC** and fetch Ledger details.

Practical Assignment – 2

1. Create a company “Mahalaxmi Distributors” and Activate GST.
2. Configure GST at the following levels:
 - Company level
 - Stock Group level
 - Stock Item level
 - Ledger level
3. Create the following Masters:

- Stock Items: Laptop, Mouse, Printer
 - Suppliers: HP India Pvt. Ltd., Logitech Distributors
 - Customers: Shree Computers, Om Tech Store
4. Record the following transactions:
- Purchase of 10 Laptops @ ₹40,000 each from HP India Pvt. Ltd. (GST 18%)
 - Sale of 2 Laptops to Shree Computers @ ₹48,000 each (GST 18%)
 - Purchase of 20 Mouse @ ₹500 each from Logitech Distributors (GST 12%)
 - Sale of 10 Mouse to Om Tech Store @ ₹600 each (GST 12%)
5. Generate GST Reports – GSTR-1, GSTR-3B.
6. Create and print an E-way Bill for a sale transaction.
7. Perform Challan Reconciliation for GST payment.