

**E.M.G. YADAVA WOMEN'S COLLEGE, MADURAI -14.**

**(An Autonomous Institution – Affiliated to Madurai Kamaraj University)**

**Re –accredited (3<sup>rd</sup> cycle) with Grade A<sup>+</sup> & CGPA 3.51 by NAAC**

**DEPARTMENT OF COMMERCE**

**( w.e.f.2017-2018 Onwards )**

**Career Oriented Add on Course in Computerized Accounting**

**ADVANCED DIPLOMA COURSE – Duration 90 hours**

<b>Sl.No</b>	<b>Sub.code</b>	<b>Title of the Paper</b>	<b>Exam duration</b>	<b>Max.Marks</b>
5.	17CAD1	Tax Accounting and Pay Roll Accounting	3	100
6.	17CADP1	Tally Practicals –III	3	100
7	17CADP2	Tally Practicals – IV	3	100

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**ADVANCED DIPOMA COURSE**

**PAPER-I - TAX ACCOUNTING AND PAYROLL ACCOUNTING**

**Sub Code: 17CAD1**

**Objectives:**

1. To enable the students to learn GST, TCS/TDS/Payroll accounting, POS in tally.
2. To record and generate reports in tally.

**UNIT: I GST**

Meaning- Objectives -- Enabling GST features in Tally-procedure for registration- Exempted goods and services –Rates of GST-computation of taxable value and tax liability

**UNIT: II TCS/TDS**

Introduction- Tax collected at source- Tad deducted at source-Features- enabling TCS/TDS features in tally – Tax collected at source/Tax deducted at source reports in tally.

**UNIT: III PAY ROLL ACCOUNTING**

Pay roll set up – Pay head creation – employee head creation-employee group creation-pay roll voucher – pay slip – pay roll reports – pay sheet – pay roll statement – pay roll register.

**UNIT: IV PAY ROLL PROCESSING**

Attendance masters – pay structure – employee salary details – attendance entry – attendance report –Other earnings – Statutory deductions – Provident Fund, Employees' State Insurance.

## **UNIT : V POS**

Point of sales – introduction – features – creating voucher type – recording transaction –Point of Sales report.

### **Text Book:**

*Learning Tally ERP 9, Volume 1-5, Tally India Pvt ltd, India, 2010*

### **Reference Books:**

1. Ashok K.Nadhani, Kisor K.Nadhani, *Simple Tally 9*, BPB Publications, New Delhi ,2012.
2. Asok K.Nadhani & Kisor K.Nadhani, *Implementing Tally 9* , BPB Publications, New Delhi ,2010.
3. Dinesh Maidasani,*Tally 9.0*,Firewall Media Laxmi Publications,New Delhi,2010.
4. Nellai Kannan .C ,*Tally (Version 9)* , Nels Publications, India,2015.
5. PalaniVel .S,*Tally* , Margham Publications, Chennai, 2010.
6. Dr.B.Mariyappa, *Goods and Services Tax*, Himalaya Publishing House, Mumbai, 2017.

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**ADVANCED DIPLOMA COURSE**  
**PAPER-II - TALLY PRACTICALS – III**

**Sub Code: 17CADP1**

**LIST OF PROGRAMS**

1. GST Taxes
2. Understanding SGST,CGST,IGST
3. Purchase voucher with GST
4. Sales voucher with GST
5. TDS Ledger outstanding
6. TDS report in Tally

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**ADVANCED DIPLOMA COURSE**  
**PAPER-III - TALLY PRACTICALS – IV**

**Sub Code: 17CADP2**

**LIST OF PROGRAMS**

1. Tax deducted at source
2. TCS report in Tally
3. Pay Sheet
4. Pay Slip
5. Pay Roll Statement.
6. Employee salary details
7. Attendance Sheet
8. POS Register