

# CERTIFICATE IN COMPUTER APPLICATION

Certificate in Computer Application (CCA) Course has been designed to provide the basic knowledge of computer and tally financial accounting. After completion of this course a student will be able to:

- Knowledge of computer concepts
- Create and Manage a document
- Working with Worksheet and presentation
- Internet, network and world wide web
- E-mail, social media and E-commerce
- E-governance and Digital Financial Tools
- Create and Manage Company data in Tally
- Working with company accounts and inventory in Tally
- Tax management such as TDS, GST etc.
- Security and data management

COURSE DESCRIPTIONS	
<b>Course Name</b>	Certificate in Computer Applications
<b>Abbreviation</b>	CCA
<b>Course Duration</b>	06 Month (Six Months)
<b>Course Medium</b>	Hindi or English
<b>Course Category</b>	Computer
<b>Number of Exam</b>	02
<b>Mode of Course</b>	Offline
<b>Description</b>	This course covers the topics related to computer including Introduction to Computer, Operating System with Windows 10, Working with Microsoft Office, Internet and world wide web, Digital Financial Tools, Basic Accounting concepts, accounts and inventory with tally, GST and TDS transactions in tally. This Course is managed in two Modules. Details of each topic and modules are as follow:

# Detailed Syllabus

## MODULE - I

### 1. Introduction to Computer

- 1.1 What is Computer?
  - 1.1.1 Characteristics of Computer
  - 1.1.2 Limitations of Computer
  - 1.1.3 History of computer
  - 1.1.4 Generation of computer
- 1.2 Types of Computer
- 1.3 Functions of a Computer System
- 1.4 Central Processing Unit (CPU)
  - 1.4.1 Types of Processor
  - 1.4.2 Motherboard
- 1.5 Applications of Computer
- 1.6 Input and Output Devices
  - 1.6.1 Input Devices
  - 1.6.2 Output Devices
    - 1.6.2.1 Monitor
    - 1.6.2.2 Printers
    - 1.6.2.3 Projector
    - 1.6.2.4 Audio Output Devices
- 1.7 Computer Memory
  - 1.7.1 Cache Memory
  - 1.7.2 Primary Memory
  - 1.7.3 Secondary Memory
- 1.8 Hardware and Software
  - 1.8.1 Hardware
  - 1.8.2 Software
    - 1.8.2.1 Systems Software
    - 1.8.2.2 Application Software

- 1.9 Booting Process of a system
- 1.10 Representation of Data/Information

## **2. Microsoft Windows 10**

- 2.1 Operating System
  - 2.1.1 Functions of Operating System
  - 2.1.2 Desktop Operating System
  - 2.1.3 Mobile Operating System
- 2.2 Microsoft Windows 10
- 2.3 Getting Start Windows 10
  - 2.3.1 Desktop
  - 2.3.2 Taskbar
  - 2.3.3 Icon and Shortcut
  - 2.3.4 Running an Application
- 2.4 Operating System Settings
  - 2.4.1 Setting Mouse Properties
  - 2.4.2 Setting system Data and Time
  - 2.4.3 Setting System Properties
  - 2.4.4 Add/Delete Programs/Features
  - 2.4.5 Add and Remove Printers
- 2.5 Working with Files and Folders
  - 2.5.1 Open and Delete a File
  - 2.5.2 Create a new Directory
  - 2.5.3 Rename a File and Directory
  - 2.5.4 Copy or Move a File and Folder
  - 2.5.5 Hide or Unhide a File & Folder
  - 2.5.6 Sharing a File and Folder
- 2.6 User Account and Parental Control
  - 2.6.1 Manage User Accounts
  - 2.6.2 Setting Parental Controls
- 2.7 Security Features in Windows10
- 2.8 Windows Admin Tools
- 2.9 Windows Applications

## **3. Microsoft Word 2016**

- 3.1 Introduction
- 3.2 Microsoft Word Basic
  - 3.2.1 Starting Microsoft Word
  - 3.2.2 Menu bar

- 3.2.3 Using Help
- 3.3 Creating a Document
- 3.4 Opening and Closing Document
  - 3.4.1 Opening a Document
  - 3.4.2 Compatibility Mode
  - 3.4.3 Closing a Document
  - 3.4.4 Exit from Word
- 3.5 Saving and Sharing Document
  - 3.5.1 Saving a Document
  - 3.5.2 Auto Recover
  - 3.5.3 Exporting a Document
  - 3.5.4 Sharing a Document
- 3.6 Document Setup and Printing
  - 3.6.1 Page Layout
  - 3.6.2 Printing a Document
- 3.7 Working with Text
  - 3.7.1 Editing Text
  - 3.7.2 Selecting Text
  - 3.7.3 Cut, Copy and Paste of Text
  - 3.7.4 Font, color and size selection
  - 3.7.5 Alignment of Text
  - 3.7.6 Changing the Case of Text
  - 3.7.7 Inserting Symbol
  - 3.7.8 Using Undo and Redo
  - 3.7.9 Autocorrect and Spell Checking
  - 3.7.10 Thesaurus
  - 3.7.11 Find and Replace
  - 3.7.12 Formatting the text
- 3.8 Working with Document
  - 3.8.1 Using Paragraph Indent
  - 3.8.2 Using Tabs
  - 3.8.3 Line and Paragraph Spacing
  - 3.8.4 Bullets and Numbering
  - 3.8.5 Using Header and Footer
  - 3.8.6 Using Multi Column
  - 3.8.7 Inserting Page Number
  - 3.8.8 Using Rulers and Gridlines
  - 3.8.9 Using hyperlinks
  - 3.8.10 Using Page Break

- 3.9 Working with Objects
  - 3.9.1 Picture and Text Wrapping
  - 3.9.2 Formatting a Picture
  - 3.9.3 Using Shapes
  - 3.9.4 Arranging Objects
  - 3.9.5 Using SmartArt, WordArt
  - 3.9.6 Using Drop Cap and Equation
  - 3.9.7 Using Text Box
  - 3.9.8 Chart
- 3.10 Table Manipulation
  - 3.10.1 Insert a Table
  - 3.10.2 Draw a Table
  - 3.10.3 Changing cell width and height
  - 3.10.4 Alignment of Text in cell
  - 3.10.5 Delete/Insert Row & Column
  - 3.10.6 Border and Shading
  - 3.10.7 Page Border and Watermark
- 3.11 Mail Merge
- 3.12 Macro
- 3.13 Track Changes and Comments
  - 3.13.1 Track Changes
  - 3.13.2 Comments
  - 3.13.3 Comparing Documents
- 3.14 Inspecting and Protecting Document
  - 3.14.1 Document Inspector
  - 3.14.2 Protecting Your Document
- 3.15 Alternatives to Microsoft Office

## **4. Microsoft Excel 2016**

- 4.1 Introduction
- 4.2 Starting Microsoft Excel 2016
- 4.3 Elements of Excel 2016 Window
  - 4.3.1 Worksheet and Cells
  - 4.3.2 Cell Addressing
- 4.4 Working with Workbook
  - 4.4.1 Creating a new Workbook
  - 4.4.2 Opening & Closing a Workbook
  - 4.4.3 Saving and Sharing a Workbook
  - 4.4.4 Printing a Workbook

- 4.4.5 Page Layout
- 4.5 Manipulation of Cells
  - 4.5.1 Cell Contents
  - 4.5.2 Formatting Cells
- 4.6 Manipulation of Worksheet
  - 4.6.1 Insert or Delete a worksheet
  - 4.6.2 Insert and Delete Row/Column
  - 4.6.3 Modify Row and Column
  - 4.6.4 Text Wrapping & Merging Cells
- 4.7 Working with Data
  - 4.7.1 Sorting of Data
  - 4.7.2 Filtering of data
  - 4.7.3 Use Advance Filter
  - 4.7.4 Using Freeze Panes
  - 4.7.5 Other viewing Options
  - 4.7.6 Using Fill Tool
- 4.8 Group and Subtotals
- 4.9 Formula and Functions
  - 4.9.1 Using Formulas
  - 4.9.2 Function
- 4.10 Charts
  - 4.10.1 Spark Lines
  - 4.10.2 Editing Chart and Graph
- 4.11 Pivot Table
- 4.12 What-if Analysis

## **5. Microsoft PowerPoint 2016**

- 5.1 Introduction
- 5.2 Starting Microsoft PowerPoint 2016
- 5.3 Elements of PowerPoint Window
- 5.4 Creating and Opening Presentation
  - 5.4.1 Create a Blank Presentation
  - 5.4.2 Create a Presentation using Template
  - 5.4.3 Open a Presentation
- 5.5 Saving and Sharing Presentation
- 5.6 Slides
  - 5.6.1 Slide Layout
  - 5.6.2 Inserting and Deleting Slides
  - 5.6.3 Organizing Slides

- 5.6.4 Entering Text in a slide
- 5.6.5 Using Find and Replace
- 5.6.6 Applying Themes in Slides
- 5.6.7 Applying Animation in Slides
- 5.6.8 Applying Transition in Slides
- 5.7 Manage Presentation and Slides
  - 5.7.1 Viewing the Presentation
  - 5.7.2 Slide Master View
  - 5.7.3 Choose setup for Presentation
  - 5.7.4 Adding Header and Footer
  - 5.7.5 Using Ruler, Gridlines, Guides
  - 5.7.6 Printing Slides and Handouts
- 5.8 Slide Show
  - 5.8.1 Presenting Slide Show
  - 5.8.2 Presentation Tools and Features
  - 5.8.3 Presenter View
  - 5.8.4 Slide Show setup options
  - 5.8.5 Customize your Slide Show
  - 5.8.6 Rehearsing Slide Show Timing
  - 5.8.7 Recording your Slide Show
  - 5.8.8 Sharing Presentation
- 5.9 Working with Objects
  - 5.9.1 Inserting Audio and Video
  - 5.9.2 Listing of Text
  - 5.9.3 Inserting Pictures and Objects
  - 5.9.4 Formatting Picture and Objects
  - 5.9.5 Animating Text and Objects
- 5.10 Hyperlinks and Action Buttons
  - 5.10.1 Hyperlinks
  - 5.10.2 Action Buttons

## **6. Internet and World Wide Web**

- 6.1 Computer Network
- 6.2 Network Topology
- 6.3 Internet
  - 6.3.1 Concept of Internet
  - 6.3.2 World Wide Web (WWW)
  - 6.3.3 Website and URL
  - 6.3.4 Domain Name System (DNS)

- 6.3.5 IP Address
- 6.3.6 Internet Service Provider (ISP)
- 6.4 Application of Internet
- 6.5 Web Browsing Software
- 6.6 Searching on Internet
- 6.7 YouTube
- 6.8 Printing Web Pages
- 6.9 Net Etiquettes

## **7. Communication and Collaboration**

- 7.1 E-mail
- 7.2 E-mail Structure
- 7.3 Using E-mail
  - 7.3.1 Mailbox: Inbox and Outbox
  - 7.3.2 Creating and sending a Email
  - 7.3.3 Replying to an Email message
  - 7.3.4 Forwarding an E-mail message
  - 7.3.5 Sorting and Searching Email
  - 7.3.6 Send softcopy as attachment
- 7.4 Social Networking & Blogs
  - 7.4.1 Social Networking Services
  - 7.4.2 Blogs
  - 7.4.3 Instant Messaging
- 7.5 E-commerce
- 7.6 Cloud Storage
- 7.7 UMANG APP
- 7.8 Digital Locker
- 7.9 Cyber Security
  - 7.9.1 Needs of Cyber Security
  - 7.9.2 How Protect against Cyber Attack
  - 7.9.3 Securing Your PC
  - 7.9.4 Securing Your Mobile
- 7.10 SSL Certificate

## **8. Digital Financial Tools**

- 8.1 Banking System
- 8.2 Digital Financial Tools
  - 8.2.1 One Time Password (OTP)
  - 8.2.2 QR Code



- 8.2.3 UPI
- 8.2.4 AEPS
- 8.2.5 USSD
- 8.2.6 What is MMID?
- 8.2.7 Card [Credit/Debit]
- 8.2.8 eWallet
- 8.2.9 Point of Sales (POS)
- 8.3 Internet Banking
  - 8.3.1 National Electronic Fund Transfer
  - 8.3.2 Real Time Gross Settlement
  - 8.3.3 Immediate Payment Service
- 8.4 Mobile Banking
- 8.5 Virtual Banking
- 8.6 Online Bill Payment
  - 8.6.1 Bharat Bill Pay

## MODULE – II

### 1. Basic Accounting Concepts

- 1.1 What is an accounting?
- 1.2 Attributes of Accounting
- 1.3 Methods of Accounting
- 1.4 Accounting Terminology
- 1.5 Books of Accounts
  - 1.5.1 Cash Book
  - 1.5.2 Journal Book
  - 1.5.3 General Ledger Book
- 1.6 Classification of Accounts
- 1.7 Golden Rules of Accounting

### 2. Getting Start Tally

- 2.1 Working with TallyPrime
  - 2.1.1 Downloading TallyPrime
  - 2.1.2 Installing TallyPrime
- 2.2 Tally Prime and Licensing
  - 2.2.1 Activate New License
  - 2.2.2 Using Educational version

- 2.3 Home Screen
- 2.4 Setting Company Features
- 2.5 Setting TallyPrime
- 2.6 Using TallyPrime

### **3. Working with Company**

- 3.1 Create a new Company
  - 3.1.1 Save Company
  - 3.1.2 Alter a Company
  - 3.1.3 Delete a Company
  - 3.1.4 Select Company
  - 3.1.5 Shut Company
- 3.2 Company Directory
  - 3.2.1 Company Auto Selection
  - 3.2.2 Company Manual Selection
- 3.3 Create Group of Companies
- 3.4 Set/Remove Security Settings
- 3.5 Using TallyVault

### **4. Accounts Master**

- 4.1 Accounts Group
- 4.2 Group Created by Tally
- 4.3 Create a New Group
  - 4.3.1 Create a Primary Group
  - 4.3.2 Display of Group
  - 4.3.3 Alter/Modify a Group
  - 4.3.4 Delete a Group
  - 4.3.5 Configuration of Group
- 4.4 Ledger
  - 4.4.1 Create a New Ledger
  - 4.4.2 Alter/Modify a Ledger
  - 4.4.3 Delete a Ledger
  - 4.4.4 Display a Ledger
- 4.5 Coping Ledgers

### **5. Voucher Types**

- 5.1 Voucher Types in TallyPrime
- 5.2 Components of a Voucher Type
  - 5.2.1 Voucher Numbering

- 5.2.2 Reference Number
- 5.2.3 Voucher Date
- 5.2.4 Particulars – To/By or Dr/Cr
- 5.2.5 Mode of Entry
- 5.2.6 Ledger Particulars
- 5.2.7 Ledger Amount Particular
- 5.2.8 Narration
- 5.2.9 Print Voucher
- 5.2.10 Go to Previous or Next Voucher
- 5.3 Create a New Voucher
- 5.4 Voucher Class
- 5.5 Create Voucher Class

## **6. Voucher Entry**

- 6.1 Accounting Voucher
  - 6.1.1 Contra Voucher
  - 6.1.2 Payment Voucher
  - 6.1.3 Receipt Voucher
  - 6.1.4 Journal Voucher
  - 6.1.5 Sales Voucher
  - 6.1.6 Purchase Voucher
  - 6.1.7 Credit Note Voucher
  - 6.1.8 Debit Note Voucher
- 6.2 Single Voucher Entry Mode
  - 6.2.1 Contra Voucher
  - 6.2.2 Receipt Voucher
  - 6.2.3 Payment Voucher
- 6.3 Non Accounting Voucher
  - 6.3.1 Optional Voucher
  - 6.3.2 Post Dated Voucher
  - 6.3.3 Memorandum Voucher
  - 6.3.4 Reversing Journal Voucher
- 6.4 Print Voucher

## **7. Inventory Management**

- 7.1 Inventory in TallyPrime
- 7.2 Activate of Inventory in Tally
- 7.3 Stock Group
- 7.4 Stock Category

- 7.5 Stock Item
  - 7.5.1 Create Stock Item
  - 7.5.1 Create Stock Item in advance mode
- 7.6 Units of Measure
  - 7.6.1 Create a Unit of Measure
  - 7.6.2 Create a Compound Unit
  - 7.6.3 Use of Alternate Unit
- 7.7 Godown
  - 7.7.1 Create a New Godown
  - 7.7.2 Create Sub Godown
  - 7.7.3 Create Godown in Advance Mode
  - 7.7.4 Create Multiple Godown
  - 7.7.5 Delete Godown
  - 7.7.6 Allocate Stock to Godown

## **8. Purchase and Sales**

- 8.1 Purchase Process
- 8.2 Sales Process
- 8.3 Orders
  - 8.3.1 Record a Purchase Order
  - 8.3.2 Record a Sales Order
- 8.4 Challan
  - 8.4.1 Receipt Note
  - 8.4.2 Delivery Note Challan
  - 8.4.3 Rejection Out Challan
  - 8.4.4 Rejection In Challan
  - 8.4.5 Material Out Voucher
  - 8.4.6 Material In Voucher
- 8.5 Stock Voucher
  - 8.5.1 Physical Stock Voucher
  - 8.5.2 Stock Journal Voucher
- 8.6 Invoice
  - 8.6.1 Recording a Sales Invoice
  - 8.6.2 Record a Service Invoice
  - 8.6.3 Use Invoice with Actual & Billed Qty
  - 8.6.4 Linking Invoice with Challan
  - 8.6.5 Linking Invoice with Orders
  - 8.6.6 Use Credit Note for Sales Returns
- 8.7 Record a Purchase Invoice

## **9. Reports**

- 9.1 Real-Time Reports
- 9.2 Displaying Reports
- 9.3 Printing a Report
- 9.4 Balance Sheet
  - 9.4.1 Compare Information
  - 9.4.2 Set Closing Stock
- 9.5 Profit and Loss Account
  - 9.5.1 Income and Expense Statement
- 9.6 Trial Balance
  - 9.6.1 Viewing Trial Balance
  - 9.6.2 Receipt Notes/ Delivery Note Entries in Trial Balance
  - 9.6.3 Receipt and Payment Account
- 9.7 Day Book
  - 9.7.1 Search Transactions in Day Book
- 9.8 Ratio Analysis
- 9.9 Cash/Bank Book
- 9.10 Cash Flow
- 9.11 Fund Flow
- 9.12 Stock Summary

## **10. Data Management**

- 10.1 Backup
  - 10.1.1 Configure Data Path
  - 10.1.2 Backup Company Data
  - 10.1.3 Backup File
- 10.2 Restore
- 10.3 Data Export
  - 10.3.1 Export Configuration
  - 10.3.2 Export Master Data
  - 10.3.3 Export Transactions
- 10.4 Import Data
  - 10.4.1 Import of Masters
  - 10.4.2 Import of Voucher Data
- 10.5 Split Company Data
- 10.6 Repair Company Data
- 10.7 Moving to the Next Financial Year

## **11. Security Management**

- 11.1 Security Control
- 11.2 Activate Security Control
  - 11.2.1 Remove Security Control
  - 11.2.2 Change Username and Password
- 11.3 User and Password
  - 11.3.1 Change User's Username
  - 11.3.2 Change User's Password
  - 11.3.3 Remove User
- 11.4 User Roles or Security Levels
  - 11.4.1 Create New Security Level
- 11.5 Setting TallyVault for Company
- 11.6 Tally Audit
  - 11.6.1 Enable Tally Audit
  - 11.6.2 Audit of Masters
  - 11.6.3 Audit of Voucher
  - 11.6.4 Audit of User

## **12. Multi-Currency**

- 12.1 Multi Currency
- 12.2 Base Currency for the Company
- 12.3 Create New Currency
  - 12.3.1 Alter a Currency
  - 12.3.2 Delete a Currency
- 12.4 Define Rates of Exchange
- 12.5 Record Multi-Currency
  - 12.5.1 Foreign Currency in Purchase
  - 12.5.2 Foreign Currency in Sales Voucher
  - 12.5.3 Foreign Currency in Payment Voucher
  - 12.5.4 Foreign Currency in Receipt Voucher
- 12.6 Forex Gain/Loss Adjustment
  - 12.6.1 Create Journal Voucher Class
  - 12.6.2 Uses of Forex Voucher Class
- 12.7 Foreign Currency Outstanding

## **13. Interest Calculations**

- 13.1 Activate Interest
- 13.2 Enabling Interest Calculation in Ledger Accounts
- 13.3 Types of Interest Calculation

- 13.3.1 Calculate Interest Using Simple Parameter
- 13.3.2 Calculate Interest Using Advance Parameter
- 13.4 Enabling Interest Calculation on Bank Ledger Account
- 13.5 Interest Calculation in Voucher
- 13.6 Interest Calculation Report
  - 13.6.1 Interest Receivables
  - 13.6.2 Interest Payable Report
- 13.7 Create Voucher Class for Interest Calculation
  - 13.7.1 Use of Voucher Class

## **14 Advance Features**

- 14.1 Bill-wise Details
  - 14.1.1 Applicable Bill details in Ledger
  - 14.1.2 Bill-Wise Details in Voucher
- 14.2 Batch-wise Details
  - 14.2.1 Setup Batches for Stock Item
  - 14.2.2 Batch Details in Opening Stock
  - 14.2.3 Set Batch Details in Voucher
  - 14.2.4 Batches for Purchased Items
  - 14.2.5 Sell Items from Batches or Lots
  - 14.2.6 Control on expiry Stock
- 14.3 Credit Limit
  - 14.3.1 Effect of Credit Limit
- 14.4 Price List
  - 14.4.1 Define a Price List
  - 14.4.2 Predefine Price Level in Ledgers
  - 14.4.3 Revise Price Lists
  - 14.4.4 Change the names of price levels
  - 14.4.5 Use Price List in Voucher
- 14.5 Point of Sales
  - 14.5.1 Create POS Invoice
  - 14.5.2 Record a POS Invoice
  - 14.5.3 Use Multi Mode Invoice
  - 14.5.4 Create POS Invoice Class
  - 14.5.5 Record a POS Invoice using Voucher Class
  - 14.5.6 Print POS Invoice
- 14.6 Manage Buying and Selling Prices
  - 14.6.1 Specify standard cost for stock item
  - 14.6.2 Purchase with standard cost

- 14.6.3 Manage Selling Price Using Standard Price
- 14.6.4 Record sales with standard selling price
- 14.7 Cost Centres
  - 14.7.1 Create Cost Centres
  - 14.7.2 Enable Cost Centre in Ledger
  - 14.7.3 Cost Centre in Voucher
- 14.8 Cost Category
  - 14.8.1 Create a Cost Category
  - 14.8.2 Create Cost Centre under Cost Category
  - 14.8.3 Record Transaction with Cost Centre and Cost Category
  - 14.8.4 Create Cost Centre Class
  - 14.8.5 Use Cost Centre Class
- 14.9 Bill of Materials
  - 14.9.1 Create a Bill of Materials
  - 14.9.2 Create Manufacturing Voucher
  - 14.9.3 Recording of Manufacturing Journal Voucher

## **15. Goods and Service Tax**

- 15.1 Concepts of GST
- 15.2 New Compliances Under GST
- 15.3 Enable GST in Tally
- 15.4 Creating Stock Item
  - 15.4.1 For Non - GST Goods
  - 15.4.2 Mapping UoM to UQC
- 15.5 Creating Sales Ledger
  - 15.5.1 Create Common Sale Ledger
  - 15.5.2 Creating Service Ledger
- 15.6 Creating Purchase Ledger
  - 15.6.1 Create Common Purchase Ledger
- 15.7 Create Party Ledger
- 15.8 Creating Income & Expenses Ledger
- 15.9 Creating GST Ledgers
- 15.10 Recording Purchase for GST
  - 15.10.1 Record Local Purchase
  - 15.10.2 Record Interstate Purchase
  - 15.10.3 Purchases on Nil Rated
  - 15.10.4 Purchases on Exempt
  - 15.10.5 Deemed Exports
  - 15.10.6 Purchases from SEZ



- 15.10.7 Purchase Return in GST
- 15.11 Recording Sales for GST
  - 15.11.1 Record Local Sales
  - 15.11.2 Record Interstate Sales
  - 15.11.3 Sales of Service
  - 15.11.4 Sales of Composite Supply
  - 15.11.5 Sales of Items with Cess
  - 15.11.6 Sales on Nil Rated
  - 15.11.7 Sales of Exempted Items
  - 15.11.8 Sales of Stock Items with Slab-wise Tax Rates
  - 15.11.9 Sales to Embassy or UN Body
  - 15.11.10 Sales SEZ
  - 15.11.11 Sales to Deemed Exports
  - 15.11.12 Cash Sale
  - 15.11.13 Sales Return in GST
- 15.12 Import Goods under GST
- 15.13 Recording Export Sales in GST
- 15.14 Purchases from Unregistered Dealers
- 15.15 Payment of GST
  - 15.15.1 Payment of GST with Interest, Penalty and Late Fee
- 15.16 GST Reports
  - 15.16.1 GSTR-1
  - 15.16.2 GSTR-2
  - 15.16.3 GSTR-3B
  - 15.16.4 GST Annual Computation

## **16. Tax Deducted at Sources-TDS**

- 16.1 Introduction of TDS
  - 16.1.1 What is TDS Certificate?
  - 16.1.2 TDS Rate
- 16.2 Enable TDS in Tally
- 16.3 Nature of payment
- 16.4 TDS Master
  - 16.4.1 Create TDS Ledger
  - 16.4.2 Create Expense Ledger
  - 16.4.3 Create Party Ledger
  - 16.4.4 Create Fixed Asset Ledger
  - 16.4.5 Create Stock Item
- 16.5 Record TDS Transactions

- 16.5.1 Booking of Expense and Deducting TDS
  - 16.5.2 Booking of Expense and Deducting TDS Later
  - 16.5.3 TDS Deduct at Lower Rate
  - 16.5.4 TDS Deduct at Zero Rate
  - 16.5.5 TDS Deduct at Double Rate
  - 16.5.6 TDS Deduction without PAN details
  - 16.5.7 TDS Deduction on Purchases of Software
  - 16.5.8 Reversal of TDS on Purchase
  - 16.5.9 TDS on Advance Payment
  - 16.5.10 Deduct TDS on Partial Value
- 16.6 Payment of TDS
- 16.7 TDS Reports
- 16.7.1 Form 26Q
  - 16.7.2 Form 27Q
  - 16.7.3 Ledgers Without PAN
  - 16.7.4 Challan Reconciliation