



SACRED
HEART
COLLEGE
Autonomous



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DEPARTMENT OF COMMERCE

VALUE ADDED COURSE

IN

**“ORGANISATIONAL SALES TAX
PRACTICE”**

Course Coordinator:

Fr. Tomy P P

SALES TAX PRACTICE

COURSE CODE: 18COMVAC01

COURSE DURATION: 30 hrs

CLASS TIMING: Weekly one or two hrs

COURSE OBJECTIVES:

- The purpose of this course is to understand the accounting process and to develop skills.
- To understand the concepts and measurements that underlie financial statements
- To analysis of actual companies' financial statements

UNIT 1 – ACADEMIC SYSTEM OF ACCOUNTING

Basic Principles of accounting- journalizing, Ledger posting, Balancing, Preparation of Trial balance and finalisation of Accounts (Preparation of Trading Account, Profit and Loss Account and Balance sheet.)

UNIT 2 – PRACTICAL ACCOUNTING

Day Book- Ledger system of accounting with detailed application of VAT- Preparation of Day Book (Conversion of Academic System to Practical System)-Ledger Posting, Balancing-Preparation of Trial Balance -Schedule for Purchases-Sundry Creditors and other Accounts-Valuation of Closing stock- Preparation of final accounts- other necessary statements to be produced before the tax authorities and management,.

Cash Book – Subsidiary Book – Ledger System.

Preparation of Cash Book – Purchase Day Book – Sales Day Book – Purchase Returns Book – Sales Returns Book – Bills Receivable Book – Bills Payable Book and a Journal Proper.

General Ledger – Debtors Ledger Creditors Ledger

Purchase Register – Sales Register – Cheque Receivable Register – Cheque Payable Register. Preparation of Schedules –Trial Balance – Computation of Stock, Depreciation – Bad Debts – Provision and Reserve for Bad Debts and Discounts etc. Preparation of Financial Account.

UNIT 3 – BANK RECONCILIATION STATEMENT AND PROBLEMS

Preparation of Bank Reconciliation Statement – Study of Different Types of accounting errors – Errors of Omission – Commission – Principles and Clerical errors – Rectification entries for correction of errors.

Preparation of project report for obtaining Over Draft from banks.

Preparation of accounts of Jewellery dealers – Calculation of cost of production of Gold and Silver articles. Preparation of Day Book, Ledger and Final Accounts Relating to Jewellery bringing old assets and liabilities in the account. Preparation of accounts of a Trading Institution based on

Tribunal and High Court Judgments. (Accounts of a Textile shop)Preparation of Accounts of Non-Trading Institution.(Hospital Accounts)Preparation of Accounts of Financial Institution. (Accounts of money lending institutions.)

UNIT 4 – INCOME TAX

INCOME TAX: Detailed Study of Income Tax – Assesses – Assessment year – Previous year Resident – non-resident – Taxable Income – All Heads Of Income – Charging Section- Filing of Returns etc.

ESI AND PF: Application of KML Act and Rules in accounting to make it 'Practical Accounting' Application of K.M.L. act and rules and its application

UNIT 5 – TALLY ERP 9

Basic of Accounting-Fundamentals of Tally-Accounting Masters in Tally ERP 9-Inventory in Tally ERP 9-Advanced accounting in Tally ERP9-VAT- Configuration VAT in Tally –Central Sales Tax- Job costing-Technological advantages in Tally ERP9

REFERENCE

1. Fundamentals of Corporate Taxation Cases and Materials – Stephen Schwarz, Daniel J Lathrope
2. Direct Taxes Ready Reckoner – Dr. Vinod K Singhania
3. GST Ready Reckoner – V S Datey

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