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A Study on Practical Accounting Book Maintenance and Basic Taxation Work with Special Reference to S. P. Ladda & Associates, Pune

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Abstract

Accounting and taxation work in professional accounting firms depends on the accuracy, classification and verification of financial information. Routine bookkeeping creates the records used for financial statements, while reconciliation and tax-related working help identify differences between internal books and statutory or external records. This paper examines practical accounting book maintenance and basic taxation work with special reference to S. P. Ladda&Associates, Pune, based on the documented On-the-Job Training (OJT) report covering 28 June 2026 to 28 August 2026. The study adopts a descriptive case-study approach and uses the OJT report, weekly progress records, task descriptions and illustrative working-paper formats as documentary sources. The activities documented include Tally Prime orientation, chart-of-accounts understanding, purchase and sales entries, journal entries, cash-book and bank-book maintenance, client ledger posting, bank reconciliation, basic GST and TDS working, adjustment entries, fixed-asset and depreciation records, petty cash, trial-balance assistance, receivable and payable records, and basic individual income-tax working using Compu-Tax. The analysis identifies a common process across these activities: source-document collection, classification, recording, reconciliation or verification, exception review and supervised finalisation. The report indicates that timing differences were a recurring category in GST and TDS reconciliation, while correctly structured ledgers supported more efficient downstream checking. It also highlights the importance of distinguishing timing differences from genuine errors, maintaining confidentiality and escalating unresolved matters to qualified staff.

Keywords: Bookkeeping; Accounting Software; Tally Prime; Bank Reconciliation; GST; TDS; Income Tax; Accounting Records; Compu-Tax

1. Introduction and Background of the Study

Accounting is an essential function in every business because it converts day-to-day financial transactions into organised information that can support reporting, compliance and decision-making. A business may generate purchase invoices, sales bills, receipts, payment vouchers, bank transactions, expense records and tax-related documents every day. These records must be classified and entered into appropriate accounts before meaningful summaries can be prepared. If the original transaction is recorded incorrectly, the error may affect ledger balances, bank reconciliation, trial balance, financial statements and statutory tax working. Accounting book maintenance is therefore not simply clerical data entry; it is a connected process requiring classification, verification, documentation and review. The growth of accounting software and online tax systems has changed the way accounting work is performed. Accounting platforms such as Tally Prime support ledger creation, voucher entry and generation of financial summaries. Spreadsheet applications support matching, classification and reconciliation. Government portals provide structured information for GST and income-tax compliance. These tools can improve the organisation of information, but their



usefulness depends on the accuracy of the underlying records and the ability of the person performing the work to interpret exceptions correctly. A Chartered Accountant firm provides a professional setting in which bookkeeping, reconciliation and tax-related support are connected. The present study focuses on S. P. Ladda&Associates, Pune, identified in the OJT report as a Chartered Accountant firm. The report records an OJT period from 28 June 2026 to 28 August 2026 under the guidance of Kunal Toshniwal, CA. The training was organised around practical exposure to accounting book maintenance and basic taxation work. It began with induction and orientation to Tally and the chart of accounts, then progressed to transaction recording, ledger maintenance, bank reconciliation, GST and TDS working, adjustment and fixed-asset records, trial-balance assistance, outstanding records and basic income-tax working. The final stage involved review, summary preparation and mentor feedback. The training sequence illustrates the relationship between accounting records and compliance work. Purchase and sales invoices form the basis of transaction entries. Entries are classified into ledger heads and reflected in books.

2. Statement of the Problem

Accounting firms handle financial records that may originate from different documents, systems and reporting periods. Errors can arise when a transaction is entered under an incorrect ledger, when tax components are not separated correctly, when supporting documents are incomplete, or when records are not reconciled with external statements. Such issues may not become obvious at the moment of data entry. They may appear later during bank reconciliation, GST matching, TDS credit verification or trial-balance review. This creates additional work and may delay the preparation of accurate financial and compliance information. A further difficulty is that not every mismatch represents an accounting error. A difference between the purchase register and GSTR-2B, for example, may arise because a supplier has not yet filed the relevant outward-supply information. Similarly, a difference in TDS credit information may be related to the deductor's filing status or a timing issue. Treating every difference as an error can lead to unnecessary follow-up, while failing to identify a genuine mismatch can leave an unresolved issue in the records. The ability to classify differences before escalating them is therefore an important practical skill.

3. Research Objectives

The study is guided by the following objectives:

1. To understand the practical process of accounting book maintenance using Tally Prime, including transaction entry, ledger maintenance, cash-book and bank-book records. 2. To examine the role of bank reconciliation, trial-balance checking and supporting-document verification in maintaining accounting accuracy. 3. To study the basic relationship between accounting records and GST and TDS working, including the classification and reconciliation of differences. 4. To understand the role of adjustment entries, fixed-asset records, depreciation, petty cash and party-wise outstanding records in the accounting process. 5. To examine the basic organisation of individual income-tax information using supporting documents and Compu-Tax. 6.

4. Literature Review and Conceptual Framework

4.1 Accounting records and double-entry bookkeeping The double-entry system is the basic framework through which business transactions are recorded. Each transaction affects at least two accounts, with debit and credit entries maintaining the accounting equation. This approach provides a systematic structure for recording purchases, sales, receipts, payments, expenses and adjustments. The OJT report records practical exposure to purchase and sales entries, journal entries, cash-book and bank-book maintenance during the early stage of training. This indicates how classroom concepts of debit and credit are applied to routine business records. A chart of accounts organises ledger heads into groups and provides a consistent classification structure. Correct classification is important because ledger balances are later used for trial balance and financial statements. The OJT report specifically records that the trainee learned ledger groups and chart-of-accounts structure in Tally Prime. It also observes that correctly structured books supported faster later reconciliation because figures could be extracted without first reclassifying unrelated ledger heads. This connects the design of the accounting structure with the efficiency of downstream work. 4.2 Accounting software and digital bookkeeping



Accounting software supports the recording, storage and summarisation of transactions. The OJT report identifies Tally Prime as the principal accounting platform used for ledger creation, voucher entry and financial statement-related work. It also records exposure to Compu-Tax for organising income information and supporting basic individual income-tax computations. Microsoft Excel was used for reconciliation and data-classification work, including VLOOKUP or XLOOKUP, IF or IFERROR, SUMIF or SUMIFS and Pivot Tables. These tools serve different but related purposes. Tally Prime maintains the accounting books; Compu-Tax supports tax computation work; Excel helps compare and summarise datasets; and statutory portals provide external records or reporting interfaces. Software does not remove the need for human review. A formula can flag a mismatch, but the user must interpret whether it is a timing difference, a missing entry, an incorrect amount or another exception. 4.3 Bank reconciliation and internal checking

Bank reconciliation compares the balance in the accounting records with the balance shown by the bank statement and explains differences. Such differences may arise from timing, bank charges, deposits or payments recorded at different times, or errors in recording. The OJT report records preparation of Bank Reconciliation Statements and checking of mismatches between the bank book and bank statement. This activity demonstrates the importance of using an external record to verify the internal accounting record. Reconciliation also represents a broader control principle: records should not be accepted solely because they have been entered into software. They should be compared with independent supporting information where appropriate. The same principle is visible in voucher cross-checking, ledger review and trial-balance assistance documented in the report. 4.4 GST working and reconciliation

Goods and Services Tax accounting requires transactions to be classified and supported by appropriate invoices and records. The OJT report records assistance with outward and inward supply entries, compilation of sales information for GSTR-1, compilation of purchase, sales, tax-liability and input-tax-credit details for GSTR-3B, and verification of purchase invoices. It also discusses GSTR-2B reconciliation as a practical activity and includes an exception-classification framework. The report distinguishes matched records, books-only items, GSTR-2B-only items, taxable-value mismatches, tax-amount mismatches and timing differences. This classification is important because a mismatch does not automatically prove that an error has occurred. A supplier's delayed filing may create a temporary difference. A genuine value or tax mismatch may require correction or follow-up. The report's central observation is that the practical skill lies not only in detecting differences but in identifying their likely reason and deciding which matters require escalation. 4.5 TDS working and credit verification

Tax Deducted at Source is a withholding mechanism applied to specified payments under applicable tax provisions. The OJT report records basic TDS entries, working related to salary and vendor payments, maintenance of TDS ledgers and checking of balances. It also describes comparing information in the books with Form 26AS. Differences may occur when a deductor has not yet filed the relevant statement or where an amount or section code does not match. The report therefore treats classification and follow-up as important parts of TDS reconciliation. TDS working depends on accurate transaction classification and supporting information. The accounting record, deduction calculation, ledger posting and external credit record must be considered together. Errors or omissions at an earlier stage can create difficulties when credit information is checked later. 4.6 Fixed assets, depreciation and outstanding records

A fixed-asset register organises information about assets and supports depreciation-related accounting entries. The OJT report records assistance in updating fixed-asset details and making basic depreciation entries under guidance. It also records adjustment and rectification entries, petty-cash records and expense-voucher organisation.

5. Research Methodology

5.1 Research design

The study adopts a descriptive and exploratory case-study design. A case-study approach is suitable because the paper examines a defined professional setting and a connected set of practical accounting and tax-support activities documented during an OJT period. The purpose is to understand the workflow and identify process-level observations, rather than to test a statistical hypothesis or measure the financial performance of the firm. 5.2 Study area and organisation



The study relates to S. P. Ladda&Associates, Pune, Maharashtra, identified in the OJT report as a Chartered Accountant firm. The documented OJT period is 28 June 2026 to 28 August 2026. The external guide named in the report is Kunal Toshniwal, CA. The report does not provide sufficient verified information about the firm's establishment year, partner structure, turnover, profit, market share or full organisational profile. These details are therefore not estimated or invented in this paper. 5.3 Sources of data

The primary documentary source for this paper is the supplied OJT report. The report includes the Initial Information Report, weekly progress records, task descriptions, process-flow diagrams, illustrative outputs, observations, findings, challenges, learnings and recommendations. The weekly progress record documents the sequence of activities across nine weeks. The paper also uses the institutional and technical references listed in the OJT report, including material from CBIC, GSTN, CBDT, TRACES, ICAI, Tally Solutions, RBI and the School of Business OJT Handbook. The paper does not claim to have conducted a new survey or interview. It does not introduce actual client-level transactions, tax identifiers, invoice numbers or financial balances. 5.4 Population and sample

The study is limited to the documented OJT case at one Chartered Accountant firm. The report does not specify the number of clients, vouchers, invoices, ledgers, bank reconciliations, GST returns or TDS records handled. Accordingly, a numerical client sample size cannot be stated. The unit of analysis is the accounting and tax-support process described in the OJT report, including bookkeeping, reconciliation, tax working and review activities. 5.5 Data collection procedure

Information was organised from the OJT report according to the research objectives. The nine-week activity sequence was reviewed to identify the progression from induction and software orientation to transaction recording, reconciliation, tax working and final review. Task descriptions were grouped into major functional areas. Observations and findings were examined to identify recurring themes, particularly ledger structure, data accuracy, timing differences, exception classification, software learning, compliance deadlines and confidentiality. 5.6 Tools and techniques of analysis

The study uses qualitative content analysis and descriptive process analysis.

6. Data Analysis and Interpretation

6.1 Progression of practical accounting activities

The OJT report documents a nine-week progression. The first stage involved induction, understanding the firm's work environment, orientation to Tally Prime and learning the chart-of-accounts and ledger structure. This foundation was necessary before the trainee could record transactions. The second stage involved purchase and sales entries, journal entries, cash-book and bank-book maintenance, supported by invoice and voucher checking. The third stage introduced client ledger maintenance and bank reconciliation. The sequence shows that the trainee first learned how transactions were recorded and then how account balances were checked. The next stage involved basic GST working and return-data compilation. The trainee assisted in organising outward and inward supply details, compiling information for GSTR-1 and GSTR-3B, and verifying purchase invoices for GST details and input-tax-credit information. TDS-related work followed, including basic calculations, ledger posting and checking. The later stage included adjustment entries, fixed-asset records, depreciation, petty cash, expense vouchers, trial-balance assistance and party-wise outstanding records. Basic individual income-tax working and supporting-document organisation were also recorded. The final stage involved reviewing maintained books, compiling a summary of accounting and tax work, and participating in mentor feedback. This progression indicates that the tasks were interdependent. Ledger maintenance relied on accurate transaction entry. Reconciliation relied on the availability of properly classified records. Trial-balance checking depended on the completeness of ledger postings. Tax-related working depended on the quality of accounting and supporting information. 6.2 Bookkeeping and chart-of-accounts structure



The report identifies Tally Prime as the accounting software used for ledger creation, voucher entry and financial statement preparation. The trainee learned how accounts were grouped and how transactions were assigned to ledger heads. The report's case discussion notes that where the chart of accounts was correctly structured, later reconciliation required less effort because data could be extracted directly. Where unrelated heads were mixed or tax ledgers were not separately maintained, additional reclassification could be required. The interpretation is that accounting structure has a direct operational effect on later work. A correct entry is not only one with the right amount; it must also be posted to the appropriate account and tax category. Separate and consistent ledger groups make it easier to review balances and compare accounting records with external information. This supports the recommendation that new-client setup should include a standard chart-of-accounts checklist. 6.3 Bank reconciliation and verification

The trainee assisted in preparing Bank Reconciliation Statements by comparing the bank book with bank statements and checking differences associated with bank charges, deposits, withdrawals and timing differences. The task also involved identifying mismatches in ledger balances. This activity demonstrates the role of reconciliation as a verification mechanism. Bank reconciliation is valuable because the accounting book and bank statement are maintained through different processes. A difference may be legitimate because of timing, or it may indicate an omitted or incorrect entry. The report does not provide a quantified count of bank-reconciliation exceptions, so the study cannot calculate an error rate or average time required. Nevertheless, the described process supports the importance of regular matching and documentation of unresolved items. 6.4 GST reconciliation and exception classification

The report describes GST working involving outward and inward supply records, compilation support for GSTR-1 and GSTR-3B, and GSTR-2B reconciliation. Its exception taxonomy distinguishes matched items, books-only items, GSTR-2B-only items, taxable-value mismatches, tax-amount mismatches and timing differences. This structure is important because it prevents all unmatched records from being treated as the same type of problem. The report's case discussion states that timing differences and taxable-value or tax-amount mismatches were recurring categories in the working period, while genuine unresolved errors were a smaller minority after timing differences were excluded. It also explains that a supplier's delayed filing may cause a books-only difference. The practical implication is that a reviewer should investigate the cause of a difference before deciding on corrective action. Some items may resolve after the relevant external filing; others may require correction in the books or follow-up with the supplier or client. The OJT report presents an illustrative exception distribution of approximately 78% matched, 13% timing difference, 6% taxable-value or tax-amount mismatch, 2% GSTR-2B-only and 1% other or under investigation. The report explicitly identifies this as template data. It should therefore be read as an illustration of how exceptions may be classified, not as a measured distribution from actual client records. No conclusion about the firm's actual GST error rate can be drawn from these percentages. 6.5 TDS reconciliation

The TDS activities included basic entries, calculations related to salary and vendor payments, maintenance of TDS ledgers and checking of balances. The report's case discussion notes that differences between books and Form 26AS often related to deductors not yet having filed the relevant TDS statement. It also notes that a genuine amount mismatch could relate to an incorrect section code applied by the deductor. This observation reinforces the need for classification before escalation. If the difference is caused by a pending filing, immediate alteration of the client's books may be inappropriate. If a genuine amount or section-code mismatch exists, the matter should be documented and referred to the responsible staff for follow-up. The trainee's role, as described, was supervised data preparation, verification and first-level classification rather than independent professional judgement or client-facing sign-off. 6.6 Compu-Tax and multi-source income organisation

The report records exposure to Compu-Tax for basic individual income-tax working. Where an individual had more than one source of income, the working process captured each source separately before preparing a consolidated computation. Examples in the report include interest income and rental income, and the learning section also refers to organising information across income heads such as interest, deposits, rental income and capital gains. The interpretation is that source-wise organisation improves traceability. If amounts are combined too early, it may become difficult to identify the source of a figure when a query arises. Separate capture also supports document verification and review.



7. Findings, Suggestions and Conclusion

7.1 Major findings Finding 1: Correct bookkeeping and ledger classification form the foundation of later accounting and tax work. The OJT report indicates that a well-structured chart of accounts in Tally Prime made subsequent reconciliation more efficient because records could be extracted without extensive reclassification. Finding 2: Reconciliation is an essential verification activity. Bank reconciliation, GST matching and TDS credit checking compare internal accounting records with external information and help identify differences that require explanation. Finding 3: Not every mismatch is a genuine error. The OJT report highlights timing differences, particularly where a supplier or deductor has not yet filed the relevant statement. Correct classification is therefore necessary before escalation or correction. Finding 4: Data-quality problems at the bookkeeping stage can affect downstream outputs. Incorrect ledger selection or poorly separated tax ledgers can create additional work during GST and TDS reconciliation and may affect the reliability of summaries. Finding 5: Accounting and tax-support work uses multiple digital tools. Tally Prime, Compu-Tax, Excel, GST portal information and TRACES/Form 26AS records support different stages of the workflow. Effective use requires both software familiarity and accounting understanding. Finding 6: Supporting documents and confidentiality are essential. The report repeatedly refers to invoices, vouchers, bank statements, investment proofs and other documents as the basis for recording and verification. Client information must be handled carefully and anonymised in academic reporting. Finding 7: Supervision and progressive learning are important in trainee development. The report records mentor guidance, a staged sequence of tasks and final review. The trainee's role remained one of supervised preparation, verification and first-level classification. 7.2 Suggestions and recommendations

1. Standardise chart-of-accounts setup. A checklist should be used when setting up or reviewing a client's books in Tally Prime. It should cover appropriate ledger groups and separate tax ledgers, including CGST, SGST and IGST where applicable. Consistent structure can reduce later reclassification. 2. Adopt a common GST and TDS exception-classification framework. Staff and trainees should use standard categories such as matched, books-only, external-statement-only, timing difference, value mismatch and tax-amount mismatch. Each exception should include a brief explanation, supporting evidence, responsible person and follow-up status. 3. Maintain a compliance and reconciliation tracker. A shared tracker can record the client or internal reference, period, task, data received, reconciliation status, pending documents, unresolved exceptions, responsible staff member and review status. This can help teams prioritise work before statutory deadlines. 4. Conduct periodic reconciliation. Where practical, GST and TDS information should be reviewed at regular intervals rather than leaving all matching work until immediately before filing deadlines. Periodic review can help identify missing records earlier and spread the workload. 5. Provide structured software onboarding. New trainees should receive a planned introduction to Tally Prime, chart-of-accounts design, voucher entry, ledger review, Compu-Tax and relevant Excel functions. Practice should use anonymised or specimen datasets and include mentor feedback. 6. Strengthen source-document verification. Before entering transactions or preparing tax working, staff should check whether the relevant invoices, vouchers, bank statements and supporting records are available and legible. Missing or inconsistent information should be flagged rather than silently assumed. 7. Document review and escalation responsibilities. Trainees can assist with data preparation and first-level classification, but unresolved tax or accounting issues should be referred to qualified staff. Clear review responsibilities help protect accuracy and professional standards. 8. Improve Excel data discipline. Reconciliation files should use consistent invoice identifiers, dates, tax categories and column headings. Formula-based flags should be checked against source documents, and summary tables should be reviewed before being used in reporting. 9. Reinforce confidentiality and data security. Client names, PAN, GSTIN, bank details, invoice references and financial amounts should only be accessed or shared as permitted. Academic reports should use anonymised or illustrative formats and clearly label template data. 7.3 Conclusion

The study examined practical accounting book maintenance and basic taxation work with special reference to S. P.



8. Future Scope of Research

Future research can extend this study through a larger sample of Chartered Accountant firms and a structured comparison of their bookkeeping and reconciliation practices. A multi-firm study could examine differences in accounting software, chart-of-accounts standards, reconciliation frequency, review procedures and trainee onboarding. This would help determine whether the process observations identified in the present case are common across different professional settings. A second direction is a quantitative study of reconciliation efficiency. Researchers could collect anonymised data on the number of invoices or records matched, categories of exceptions, time taken to resolve differences and proportion of items requiring escalation. Such a study would need clearly defined periods, consistent categories and permission to use the relevant records. It could compare periodic reconciliation with deadline-driven reconciliation without disclosing client identities. A third area is the role of automation and spreadsheet tools in accounting workflows. Future work could examine how lookup functions, conditional formulas, Pivot Tables and accounting-software integrations affect the speed and accuracy of matching. It should distinguish automated detection from human interpretation, because identifying a mismatch does not necessarily explain its cause. A fourth direction is trainee learning and professional development.

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