

Government Degree College
Shadnagar Rangareddy

Department of Commerce
Free Certificate Course In Tally
2017 - 2018

Free Certificate course on Accounting
Package Tally
Govt Degree College Shadnagar
Department of Commerce



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Permission Letter.

To
The principal
GDC Shadnagar

Respected Sir

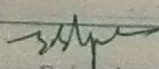
Sub: Department of commerce
to accord permission to conduct free certificate
regarding course in Commerce.

The faculty of in Commerce
willing to conduct specially certificate course
in Tally with an idea of expanding employable
opportunity to the students soon after their
completion of their of courses.
Other branches of UG such as MPC MPES
too.

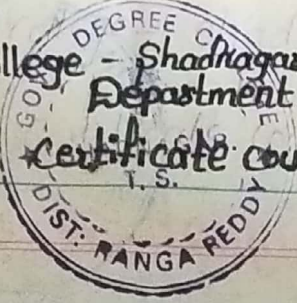
Thanking you sir

yours faithfully

K. Anuradha
K. Anuradha
Lec. in commerce
GDC Shadnagar


Principal
GOVT. DEGREE COLLEGE
SHADNAGAR
Ranga Reddy Dist.

Notice Free Certificate course 2017-2018



It is kindly informed to the students of this College that the Department of Commerce as planned to Conduct Free Certificate Course on Tally from _____ To _____ for the academic year 2017-2018 with an intention to Equip and provide the Skills among the students of their College during the course with the 30 classes

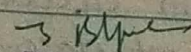
The interested students informed their names in Department of Commerce on or before _____

The remaining staff are requested to Extend Cooperation in this regard.

Department of commerce
K. Anuradha

K. Anuradha

① SAIRAS


Principal
GOVT. DEGREE COLLEGE
SHADNAGAR
Ranga Reddy Dist

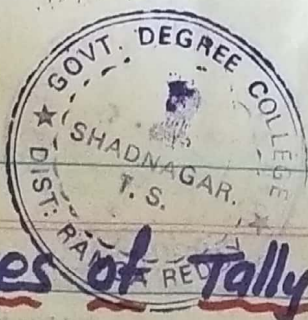
Syllabus of Tally



1. Introduction of Computerised Accounting
2. Creation of Company Groups and Ledger
3. How to Create Stock group stock item
4. What do you mean by Godowns
5. How to Create Godowns
6. Explain the ways to Generate Inventory tally ERP
7. What is the business transactions Discuss about various Business transactions in a Company
8. How to Use Credit Note to recorded the entries
9. Discuss about Accounting receivable & Accounting payables
10. What are the various types of Accounting reports available tally

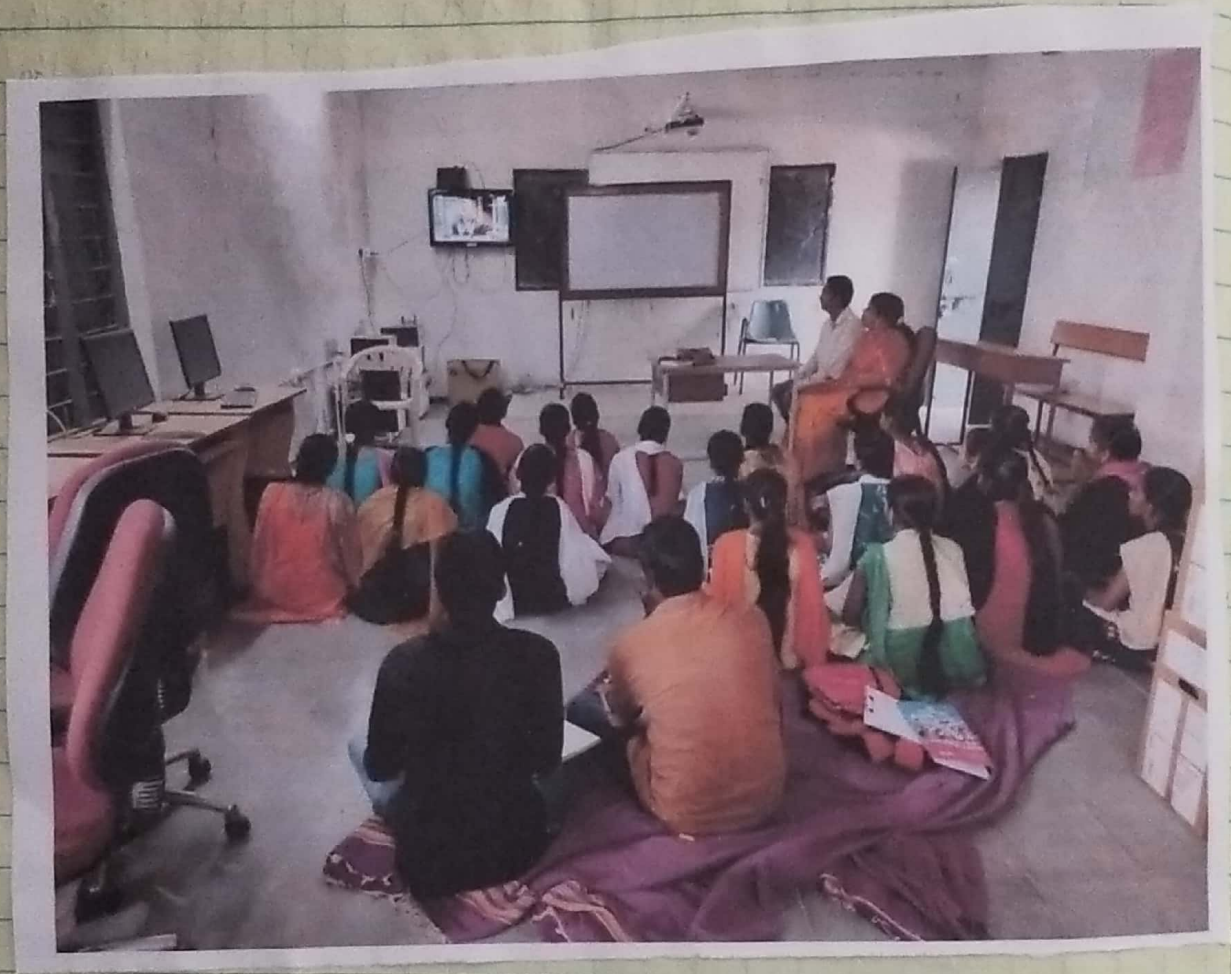
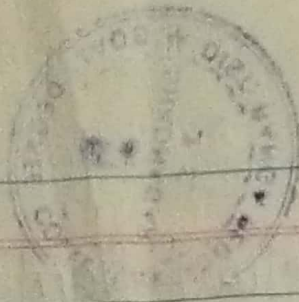
Objectives of Tally

1. This Course is designed to impart knowledge regarding concept of financial Accounting.
2. Used for learning to maintain accounts
3. Usefull for Commerce students to get placement in different Companies.



Advantages of Tally

1. Depending upon the needs of small or large business groups alongside, its different features make it a very useful software. It helps to manage business accounts easily with its wide range of features.
2. Remote Access your account with the help of Tally NET.
3. In the latest version, if your operating system shuts down suddenly due to some reason, your data is safe.
4. In the past year's people used to manage their accounts manually. All the complex calculations were done manually, which had a high risk of error. But now Tally is pretty simple and easy to use and comes with less risk of errors.
5. As it has numerous functions performing various tasks is made simple due to this software. Especially in the case of GST.



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Govt. Degree college, Shadnagar
Department of Commerce

Summary of the certificate course
in Tally.

Academic year — 2017-18

Number of students enrolled: 33

Number of hours conducted: 30 hours

Dates of conduction:

Topic: "Tally" 21-1-18 to 28-2-18

Name of the department: Commerce



Course Out Comes :-

1. After successfully Qualifying practical examination students will be awarded Certificate to work with well-known accounting software i.e. Tally

2. Students by their own will Create Company enter accounting voucher entries including advance voucher entries reconcile bank statements, do necessary adjustments, and also print Financial statements, etc in Tally software

3. Students will possess required skill and can also be employed as Tally data entry operator

The
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Range Reddy Dist.

Department of Commerce

K. Anuradha
Lec. in. commerce

**REVIEW TEST**

1. Which account is the odd one ()
A. Furniture
B. Land and buildings
C. Stock of raw materials
D. Plant and machinery

2. Which of the following is the example of external users of accounting information()
A. Government
B. Owners
C. Management
D. Employee

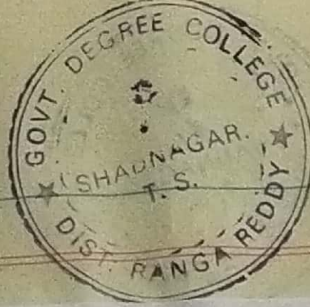
3. A _____ is sent to a customer when he returns the goods ()
A. Debit note
B. Credit note
C. Proforma invoice
D. Bill

4. A _____ is sent to the seller when he is taken back the sold goods()
A. Debit note
B. Credit note
C. Proforma invoice
D. Bill

5. Which of the following is not a transaction ()
A. Goods are purchased on cash basis for Rs 1000
B. Salaries paid for the month of May 20XX
C. Land is purchased for Rs 10 lakhs
D. An employee is dismissed from the job

6. Which shortcut key is used in Company Features screen to use Accounting Features in Tally ()
A. F1
B. F2
C. F3
D. F4

7. Which shortcut key is used in Company Features screen to use Inventory Features in Tally ()
A. F1
B. F2

**REVIEW TEST**

- C. F3
- D. F4

8. Which shortcut key is used in Company Features Screen to use Statutory & Taxation in Tally ()

- A. F3
- B. F4
- C. F2
- D. F

9. Which key is used to post entry in Debit Note in tally ()

- A. F7
- B. F8
- C. Ctrl + F9
- D. Ctrl + F8

10. Which shortcut key is used to view Report with all details in Tally ()

- A. F1
- B. Alt + F1
- C. F3
- D. Alt + F2

11. Which option is selected from Company Info Menu to divide company data into two financial years ()

- A. Change Tally Vault
- B. Alter
- C. Split Company Data
- D. New Company

12. Which option is used to copy company's data into pendrive or CD ()

- A. Backup
- B. Restore
- C. Split Company Data
- D. Copy Data

13. Which option is used to place data taken in pen drive or CD to Appropriate place in Tally ()

- A. Backup
- B. Restore
- C. Split Company Data
- D. None of these

14. Which option is used to open company created in Tally ()

- A. Create Company

REVIEW TEST

- B. Alter
- C. Select Company
- D. Shut Company

15. Which option is used in Tally to close opened Company()

- A. Alter
- B. Shut Company
- C. Create Company
- D. Select Compan

16. Tally package is developed by ()

- A. Peutronics
- B. Tally Solutions
- C. Coral Softwares
- D. Vedika Softwares

17. in general the financial year from shall be from ()

- A. 1st April of any year
- B. 31st March of any year
- C. All of them are true
- D. None of these

18. Which menu appears after starting Tally for the first time ()

- A. Gateway of Tally
- B. Company Info
- C. Display
- D. None of these

19. Which option is used in Tally to make changes in created company ()

- A. Select Company
- B. Shut Company
- C. Alter
- D. None of these

20. Which option from Company Info. menu is selected to create a new Company in Tally ()

- A. Company Create
- B. Create Company
- C. Create
- D. New Company

REVIEW TEST

21. How many groups are pre-defined in Tally ()
- A. 28
 - B. 30
 - C. 15
 - D. 19
22. How many primary groups are there in Tally
- A. 19
 - B. 28
 - C. 15
 - D. 20
23. How many secondary groups are there in Tally()
- A. 15
 - B. 13
 - C. 28
 - D. 3
24. Which option is used to view list of Primary and Secondary groups in Tally()
- A. List of Accounts
 - B. Accounts
 - C. List
 - D. None of these
25. Which ledger is created by Tally automatically as soon as we create a new company ()
- A. Cash
 - B. Profit ; Loss A/c
 - C. Capital A/c
 - D. A and B both

ALL THE BEST



GOVERNMENT DEGREE COLLEGE- SHADNAGAR

(Affiliated to Palamuru University)

DEPARTMENT OF COMMERCE

2017-2018

Academic Year 2017-2018

Student Feed back Analysis on Certificate Course in **Tally.**

Name of the Lecturer: K. Anuradha		Subject: COMMERCE					
S. No.	Questionnaire	Excellent	Very Good	Good	Average	Poor	Total
1	Syllabus	8	2	—	—	—	10
2	Coverage of Syllabus	9	1	—	—	—	10
3	Explanation of topics	9	1	—	—	—	10
4	Teaching methods	8	2	—	—	—	10
5	Interaction	7	3	—	—	—	10
6	Clarification of doubts	6	2	2	—	—	10
7	Generating interest	9	1	—	—	—	10
8	Imparting Practical knowledge	8	2	—	—	—	10
9	Time maintenance	7	3	—	—	—	10
10	Overall opinion	9	1	—	—	—	10
Remarks of the Principal on Certificate course		Excellent					

tk
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Ranga Reddy Dist.



No	Name of the student	Admission Number	Group/course	Remarks
1	K. Veeranjanyulu	306715401501	B. Com Iy	Completed
2	E. Anitha	502	B. Com Iy	Completed
3	P. Radhika	503	B. Com Iy	Completed
4	R. Raghavendar	505	B. Com Iy	Completed
5	S. Mamatha	508	B. Com Iy	Completed
6	E. Swathi	509	B. Com Iy	Completed
7	M. Anitha	510	B. Com Iy	Completed
8	E. Gopal	511	B. Com Iy	Completed
9	S. Vinod Kumar	513	B. Com Iy	Completed
10	G. Srinivas Goud	514	B. Com Iy	Completed
11	K. Sandhya Rani	515	B. Com Iy	Completed
12	B. Shravani	516	B. Com Iy	Completed
13	S. Sindhuja	518	B. Com Iy	Completed
14	K. Chaitanya	519	B. Com Iy	Completed
15	P. Srinivasulu	521	B. Com Iy	Completed
16	V. Bhavani	524	B. Com Iy	Completed
17	Y. Prashanth	526	B. Com Iy	Completed
18	N. Balraj	527	B. Com Iy	Completed
19	K. Umadevi	529	B. Com Iy	Completed
20	K. Anand	531	B. Com Iy	Completed
21	K. Sandeep Kumar	532	B. Com Iy	Completed
22	D. Anil Kumar	504	B. Com IIy	Completed
23	B. Ravali	501	B. Com IIy	Completed
24	B. Anusha	502	B. Com IIy	Completed
25	B. Shiva Kumar	503	B. Com IIy	Completed
26	B. Manjula	504	B. Com IIy	Completed
27	D. Prasanna	505	B. Com IIy	Completed
28	B. Balraj	506	B. Com IIy	Completed
29	G. Sandhya Rani	509	B. Com IIy	Completed
30	G. Madhavi	510	B. Com IIy	Completed
31	G. Sriramulu	511	B. Com IIy	Completed
32	K. Baby Shanti	512	B. Com IIy	Completed
33	K. Ramulamma	513	B. Com IIy	Completed

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Valedictory Programme.

Free certificate course in "Tally" ^{28/02/2018}

The free certificate course in Tally for the students those who are interested was conducted from about 30 hours for the benefit of the students.

On 28/02/18 the valedictory function was conducted. The principal happen to be the chief guest of the programme the course coordination and incharge of the department explained about the course and its benefits

The students have expressed their satisfaction and said that it is very useful for them. The principal appreciated the commerce department and congratulated the students for their active participation. Certificates were distributed to the participants



GDC SHADNAGAR

Ranga Reddy - Dist

Department of Commerce

Certificate Course on

Tally

Certificate of Participation

*This is to Certify that ----- has participated in Certificate Course on Tally
which is conducted by Department of Commerce in this Academic Year 2017 - 18.*

In this course his/her performance is Excellent.

Department of Commerce

Principal