

GOVERNMENT Degree College

Shadnagar Rangareddy

Department of Commerce

Free certificate course in Tally  
2019-2020





**Government Degree College - Shadnagar**



Ranga Reddy - Dist (509216)

Affiliated to Palamuru University - Mahabubnagar



Mobile No. 9490333660



Mail id: [gdc.shadnagar@gmail.com](mailto:gdc.shadnagar@gmail.com)

## DEPARTMENT OF COMMERCE

# FREE CERTIFICATE COURSE IN TALLY -2019-20

# Tally

Power of Simplicity

*sdy*

Principal  
GOVT. DEGREE COLLEGE  
SHADNAGAR  
Ranga Reddy Dist.



Free certificate course  
package Tally of Accounting  
49  
Govt. Degree College Shadnagar  
Department of commerce

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 its 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 course.

Other branches of UG such as Mpc Mps

700

Thanking you sir

yours faithfully  
K.

K. Anuradha  
lec. in. commerce  
GDC Shadnagar.

*[Signature]*

*[Signature]*

Principal  
GOVT. DEGREE COLLEGE  
SHADNAGAR  
Ranga Reddy Dist.



# Govt. Degree college - Shadnagar.

Note :- Free certificate course <sup>51</sup> 2019-2020

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 2019-2020 with an intention to equip and provide the skills among the students of their college during the hours 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. Anusudha.

*[Signature]*

*[Signature]*

Principal  
GOVT. DEGREE COLLEGE  
SHADNAGAR  
Ranga Reddy Dist.

*[Signature]*



## Syllabuse of Tally.

1. Introduction of computerised Accounting.
2. Creating of company Groups and Ledger
3. How to create stock group stock items.
4. What do you mean by Godowns.
5. How to create Godowns
6. Explain the ways to Generate Inventory
7. What is the business transactions Discuss about various Business transactions in a company
8. How to use credit Note to recorded the entities
9. Discuss about Accounting receivable & Accounting payables
10. What are the various types of Accounting report available tally.

## Objectives of Tally.

1. This course is designed to impart <sup>shape</sup> knowledge regarding concept of financial Accounting
2. used for learning to maintain accounts.
3. usefull for commere 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 this latest version if your operating system shuts down suddenly due to some reason your data is safe.
4. In the past years people used to manage their account 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.

Principal  
GOVT. DEGREE COLLEGE  
SHADNAGAR  
Ranga Reddy Dist.





Government Degree College, Shadnagar  
Dist - Rangareddy

[2019-20] Department of Commerce

Certificate Course on  
Tally

Student Enrollment

Sl. No	Student Name	HT. NO	Signature
1	B. Bhavani	180330674001501	B. Bhavani
2	A. Santhosh	III year 504	Santhosh
3	Asifa Begum	" 505	Asifa Begum
4	E. Archana	" 508	E. Archana
5	G. Geetha	" 509	Gt. Geetha
6	G. Shailaja	" 513	Gt. Shailaja
7	H. Sandhya Kumari	" 515	H. Sandhya Kumari
8	K. Akhila	" 518	K. Akhila
9	K. Mounika	" 519	K. Mounika
10	K. Swapna	" 520	K. Swapna
11	K. Laxmaiah	" 522	K. Laxmaiah
12	M. Riyaz Uddin	" 528	M. Riyaz Uddin
13	M. Shiva Ram	" 509	M. Shiva Ram
14	M. Laxman	" 530	M. Laxman
15	N. Madhavi	" 532	N. Madhavi
16	P. Navaneetha	" 534	P. Navaneetha
17	P. Ramakrishna	" 535	P. Ramakrishna
18	R. Sreekanth	" 536	R. Sreekanth
19	S. Vijay Krishna Reddy	" 539	S. Vijay Krishna Reddy
20	V. Sunitha	" 542	V. Sunitha
21	V. Saritha	" 544	V. Saritha
22	V. Lahari	" 544	V. Lahari
23	A. Shireesha	18033067401501	Principal A. Shireesha
24	Vanaja	II year 502	DEGREE COLLEGE SHADNAGAR Dist. Vanaja
25	Chandra Shekar	" 505	Chandra Shekar
26	Rajesh Nayak	" 508	Rajesh Nayak
27	R. Swapna	" 510	Swapna
28	S. Shireesha	" 511	Shireesha
29	Suresh Nayak	" 512	Suresh Nayak
30	C. Shivani	18033067405002	C. Shivani
31	E. Tejaswini	" 503	Tejaswini
32	G. Sandhya	" 504	Sandhya
33	K. Pooja	" 505	K. Pooja



2019-20

### GOVERNMENT DEGREE COLLEGE, SHADNAGAR, CERTIFICATE COURSE ATTENDANCE SHEET

S.NO. RANGA	NAME OF THE STUDENT	August														September															
		1	3	5	6	7	8	10	13	14	17	19	20	21	22	26	27	28	29	31	3	4	5	6	7	11	13	14	16	17	18
1	A. Bhavani	P	P	P	P	P	A	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
2	A. Santhosh	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
3	Asma Begum	P	P	P	P	P	P	P	A	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
4	E. Archana	P	P	A	A	P	P	P	P	P	P	A	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
5	G. Geetha	P	P	P	P	P	P	P	P	P	P	A	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
6	G. Shailaja	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	A	A	P	P	P	P	P	P	P	P	P	P	P	
7	H. Sandhya Kumari	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
8	K. Akhila	P	P	A	A	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P		
9	K. Mounika	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	A	A		
10	K. Swapna	P	P	P	A	A	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
11	K. Lakshmi	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
12	MD. Riyazuddin	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
13	M. Shivaram	P	P	A	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
14	M. Lakshmi	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	A	P	P	P	P	P	P	
15	N. Madhavi	P	P	P	P	P	P	P	P	P	P	P	A	A	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
16	P. Navaneetha	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
17	P. Ramakrishna	P	P	P	A	A	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
18	R. Sreekanth	P	P	P	P	P	P	P	P	P	P	A	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
19	S. Vijay Krishna Reddy	P	P	P	P	P	P	A	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
20	V. Sunitha	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
21	V. Saritha	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
22	V. Lahari	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	

### GOVERNMENT DEGREE COLLEGE, SHADNAGAR, CERTIFICATE COURSE ATTENDANCE SHEET

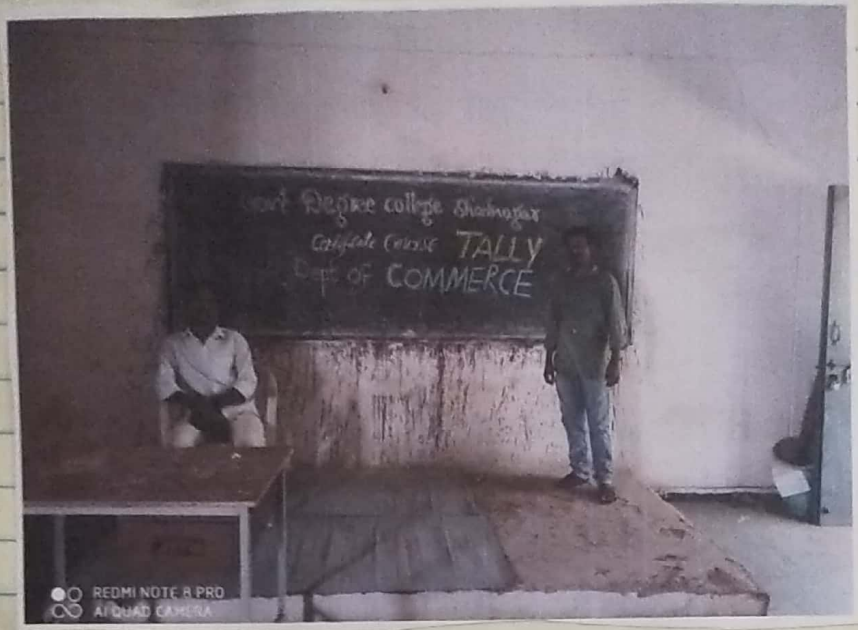
S.NO.	NAME OF THE STUDENT																																	
23	A. Shireesha	P	P	A	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P				
24	Vanaja	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P				
25	Chandrashekar	P	P	P	P	P	P	P	P	P	P	A	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P				
26	Rajesh Nayak	P	A	A	A	A	P	P	P	P	P	P	P	P	P	A	A	A	A	P	P	P	P	P	P	P	P	P	P	P				
27	R. Swapna	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P				
28	S. Shireesha	P	A	A	A	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P				
29	Suresh Nayak	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P				
30	C. Shivani	P	P	P	P	P	P	P	P	P	P	P	A	A	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P				
31	E. Tejaswini	P	P	P	P	P	P	A	A	A	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P				
32	G. Sandhya	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	A	A	A	P	P	P				
33	K. Proja	P	A	A	A	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P				

Principal  
GOVT. DEGREE COLLEGE  
SHADNAGAR  
Ranga Reddy Dist.

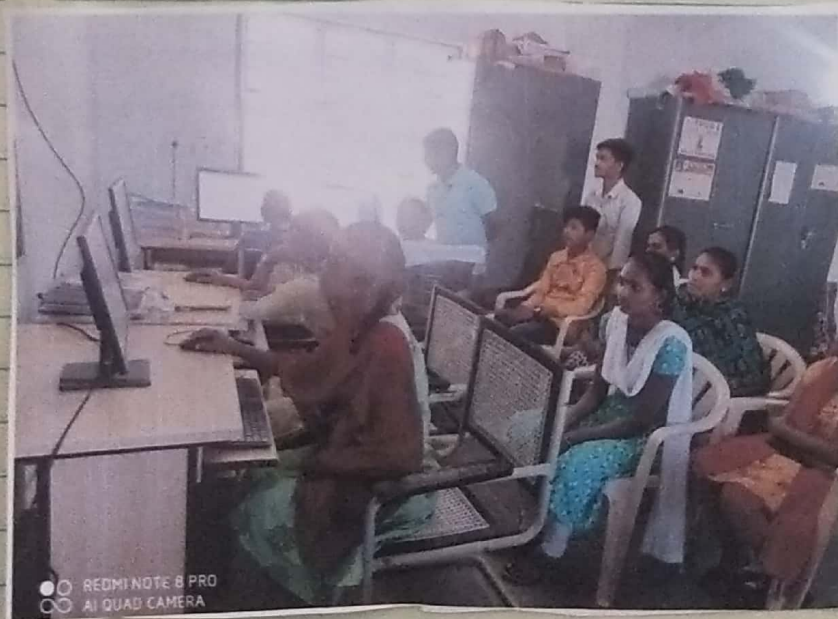
2019-20



Department of Commerce

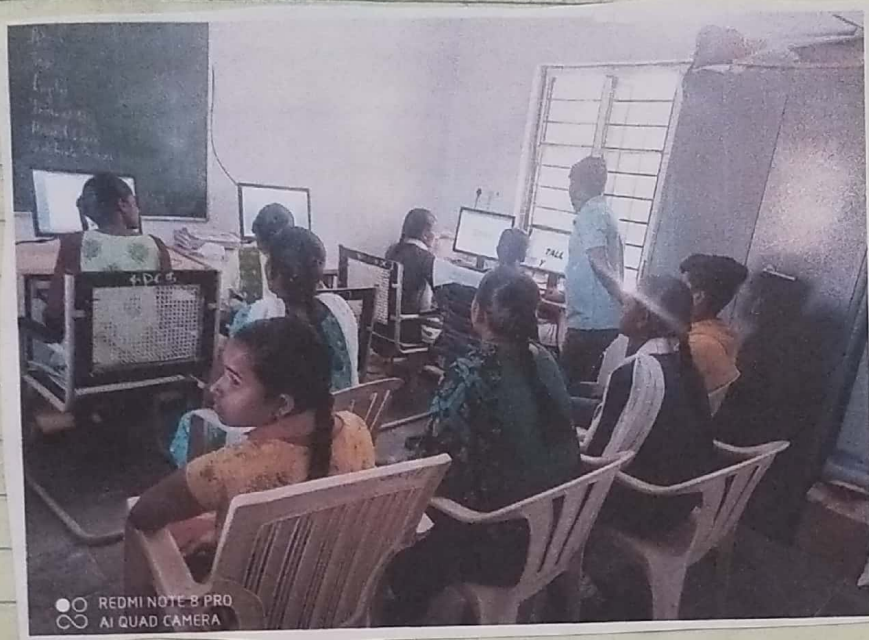


Inauguration of Tally Certificate Course



*20/10* Principal  
GOVT. DEGREE COLLEGE  
SHADNAGAR  
Reddy L. L.





## Inaugural of certificate course in Tally.

It is on the inaugural function is organised for the conduction of the certificate course in Tally. It is opined that it is going to be useful to the students very much and may be helpful with regard to their careers.

*[Signature]*  
Principal  
GOVT. DEGREE COLLEGE  
SHADNAGAR  
Ranga Reddy Dist.



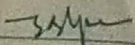
Govt Degree college shadnagar  
Department of commerce  
Free Certificate course 2019-2020

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 accessal adjertment and also print fianevex statement, etc. in Tally software.
3. students will posses required skill and can also be employed as Tally date entry operator.

Department of commerce

K. Anuradha  
Lec. in. commerce  
G.D.C Shadnagar

  
Principal  
GOVT. DEGREE COLLEGE  
SHADNAGAR  
Ranga Reddy Dist.



## 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**



# Department of commerce

## Certificate course Summary.

Name of the certificate course:  
"Tally."

Name of the course co-ordinator:  
M. Narshimlu.

Number of students enrollment: 33

Number of hours conducted: 30 hours

Dates of conduction: 1/8/2019 to 18/9/2019

Name of the department conducted:

"Commerce"

*sdya*

Principal  
GOVT. DEGREE COLLEGE  
SHADNA  
P. inga Red. Dist.



Govt Degree College Shadnagar  
 Dept. of Commerce. 2019-20<sub>65</sub>  
 Certificate course on Tally.

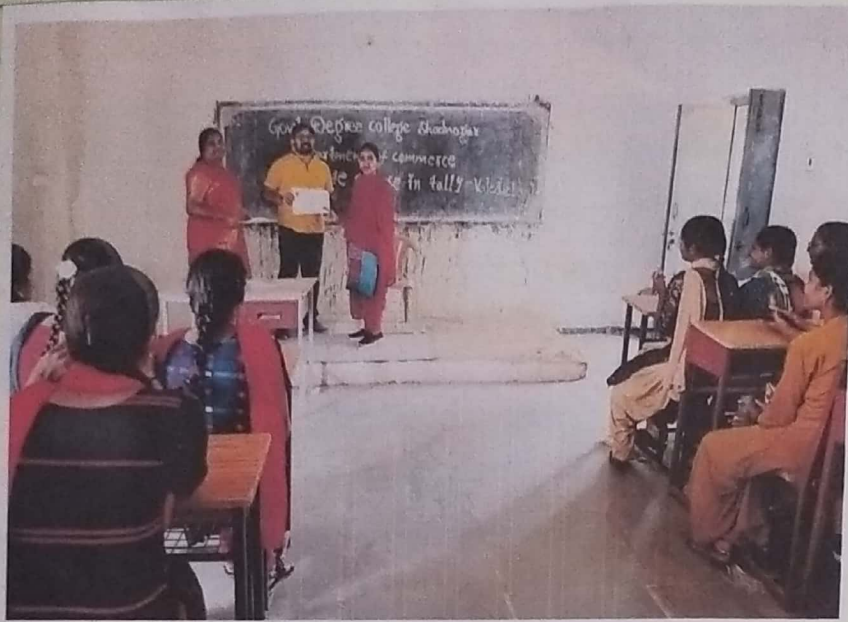
S.No	Name of the student	H.T. No	Group year	Remarks
1.	B. Bhavani	17033067401501	B.Com III year	Completed
2.	A. Santhosh	504	B.Com III year	Completed
3.	Asina Begum	505	B.Com III year	Completed
4.	E. Archana	508	B.Com III year	Completed
5.	G. Geetha	509	B.Com III year	Completed
6.	G. Shailaja	513	B.Com III year	Completed
7.	H. Sandhya Kumari	515	B.Com III year	Completed
8.	K. Akhila	518	B.Com III year	Completed
9.	K. Mounika	519	B.Com III year	Completed
10.	K. Swapna	520	B.Com III year	Completed
11.	K. Laxmaiah	522	B.Com III year	Completed
12.	M.D. Riyazuddin	528	B.Com III year	Completed
13.	M. Shiva Ram	529	B.Com III year	Completed
14.	M. Laxman	530	B.Com III year	Completed
15.	N. Madhavi	532	B.Com III year	Completed
16.	P. Navaneetha	534	B.Com III year	Completed
17.	P. Ramakrishna	535	B.Com III year	Completed
18.	R. Sreekanth	536	B.Com III year	Completed
19.	S. Vijay Krishna Reddy	539	B.Com III year	Completed
20.	V. Sunitha	542	B.Com III year	Completed
21.	V. Saritha	544	B.Com III year	Completed
22.	V. Lakshmi	539	B.Com III year	Completed
23.	A. Shireesha	501	B.Com II year	Completed
24.	Vanaja	502	B.Com II year	Completed
25.	Chandra Shekar	503	B.Com II year	Completed
26.	Rajesh Nayak	508	B.Com II year	Completed
27.	R. Swapna	510	B.Com II year	Completed
28.	S. Shireesha	517	B.Com II year	Completed
29.	Suresh Nayak	512	B.Com II year	Completed
30.	C. Shivani	502	B.Com II year	Completed
31.	E. Tejaswini	503	B.Com II year	Completed
32.	G. Sandhya	504	B.Com II year	Completed
33.	K. Pooja	505	B.Com II year	Completed



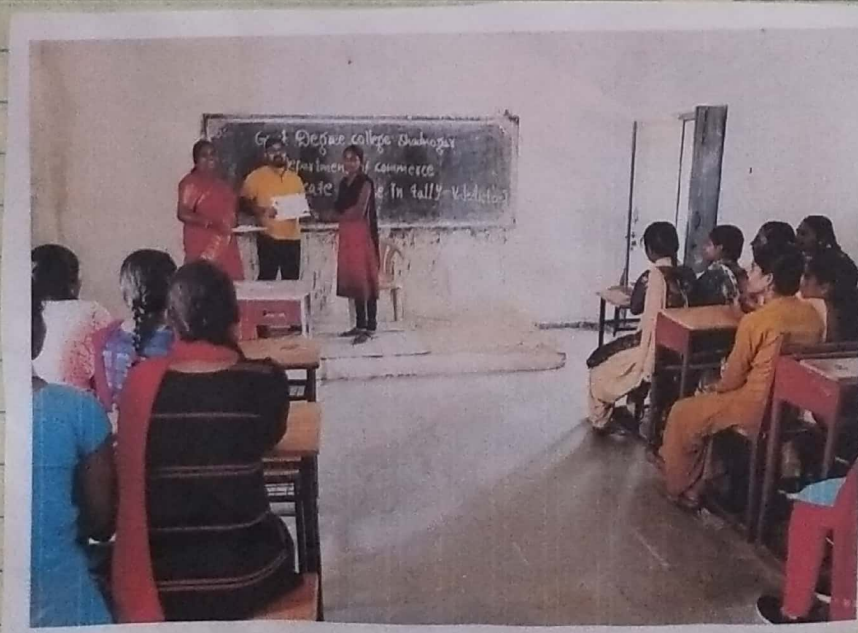
Govt. Degree College, Shadnagar

6

Department of Commerce



Valedictory Tally Certificate Course



*Signature*

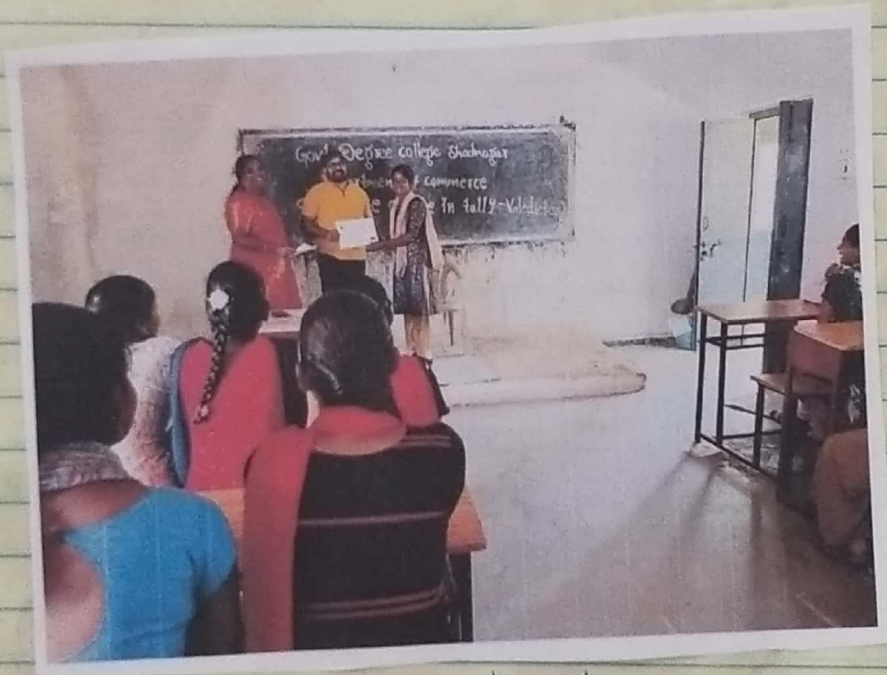


# Govt Degree college, Shadnagar

Dept. of Commerce.

69

The Valedictory function for the certificate course in "Tally" is conducted on 18/9/19 the principal happen to be the chief guest of the function. The course co-ordinator and incharge of Department of Commerce has explained the main objectives of the course and its benefits.



The students expressed their satisfaction for being part of it. The principal appreciated Department of Commerce and congratulated the students. Certificate were distributed to the participants.

*Salpe*  
Principal  
GOVT. DEGREE COLLEGE  
SHADNAGAR  
Ranga Reddy Dist.





*Signature*

Principal  
GOVT. DEGREE COLLEGE  
SHADNAGAR  
Ranga Reddy Dist.



# GOVERNMENT DEGREE COLLEGE- SHADNAGAR

(Affiliated to Palamuru University)

## DEPARTMENT OF COMMERCE

Academic Year 20 -20 2019 - 2020

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	8	2	-	-	-	10
4	Teaching methods	7	3	-	-	-	10
5	Interaction	6	4	-	-	-	10
6	Clarification of doubts	8	2	-	-	-	10
7	Generating interest	5	5	-	-	-	10
8	Imparting Practical knowledge	7	3	-	-	-	10
9	Time maintenance	7	3	-	-	-	10
10	Overall opinion	8	2	-	-	-	10
Remarks of the Principal on Certificate course		<i>Excellent</i>					

*[Signature]*  
Principal  
GOVT. DEGREE COLLEGE  
SHADNAGAR  
Ranga Reddy Dist.





# 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 2019 - 20.*

*In this course his/her performance is Excellent.*

Department of Commerce

Principal