GOVERNMENT DEGREE COLLEGE , LUXETTIPET

CERTIFICATE COURSE ON

TALLY

FOR THE YEAR OF 2018-2019

Tally

POWER OF SIMPLICITY

Tally.ERP 9

GOVERNMENT DEGREE COLLEGE, LUXETTIPET

PERMISSION LETTER

Date:05-01-2019

TO

The Principal

Government Degree College

Luxettipet.

Respected sir,

Sub: Permission to conduct certificate course on Tally req-reg.

As per the subject cited above I,J.Mallaiah, Lecturer in Commerce is intended to conduct a certificate course on Tally which may enhance the skills in the students. Hence I kindly request you to grant me permission in this regard.

Thanking You

Permitted

J.K.o 5\1\2019

Principal
Govt. Degree College
Luxettipet -504 215

Yours Sincerely

J.Mallaiah

Lecturer in commerce

GOVERNMENT DEGREE & PG COLLEGE LUXETTIPET
SHORT-TREM COURSE ON TALLY

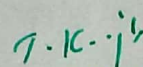| S.NO	TOPIC	HOURS
1	Meaning of Accounting, Business Process types of Accounts	1 hour
2	Accounting Principles, Conventions, Double Entry System, Rules of Accounting	1 hour
3	Types of business Organisations- meaning and business process of service and trading organisations	1hour
4	Meaning and business process of manufacturing organisation	1hour
5	Benefits of Accounting on computers and challenges associated with accounting on computers	1hour
6	Introduction to Tally, Features of Tally basic and advanced features, installation multiuser support, ODBC etc	2hour
7	Features pertaining to duties and taxes, Tally screen components and voucher configuration	2 hour
8	Ledgers and groups, Accounting Vouchers and its functionality, procedure recording transaction in Tally	2hour
9	Processing of transaction, creation of indirect expenses, creation indirect incomes and creation of direct expenses and incomes	2hour
10	Processing of transactions, setting up of security control at administrator level. Viewing trial balance for different periods	2 hour
11	Processing of transactions	2hours
12	Passing a voucher entry. Configuring F11 features	2 hours
13	Processing of Transactions	1hour
14	Processing of Transactions	1hour
15	Processing of Transactions	2hour
16	Provision entries – creation of relevant ledges and passing voucher entries etc	2 hour
17	Report Generations – financial reports like Balance sheet, profit and loss Account, trial balance etc	2 hour
18	Processing of transactions	2 hour

Principal
Govt. Degree College
Luxettipet -504315

GOVERNMENT DEGREE COLLEGE, LUXETTIPET

LIST OF STUDENTS SELECTED FOR CERTIFICATE COURSE

2018-19

Sl.No	Name of the student	Hall Ticket number	Course and Year	Signature of the students
1.	B.Naresh	439-17-2001	B.COM III	*signature*
2.	M.Shruthi	439-17-2002	B.COM III	*signature*
3.	T.Bhasker	439-18-2003	B.COM II	*signature*
4	P.Vijay Kumar	439-18-2001	B.COM II	*signature*
5	S.Mallesh	439-18-2002	B.COM II	*signature*
6	A.Malleshwari	439-19-2001	B.COM I	*signature*
7	E.Praveen	439-19-2002	B.COM I	*signature*
8	J.Sony	439-19-2003	B.COM I	*signature*
9.	K.Thirumala	439-19-2004	B.COM I	*signature*
10.	K.Sumalatha	439-19-2005	B.COM I	*signature*
11	T.Srikanth	439-19-2201	B.COM I	*signature*
12	A.Manikanta	439-19-2401	B.COM I	*signature*
13	B.Pavan kalian	439-19-2402	B.COM I	*signature*
14	D.Ajay	439-19-2403	B.COM I	*signature*
15	D.Rakesh	439-19-2404	B.COM I	*signature*
16	M.Chinnikrishna	439-19-2405	B.COM I	*signature*
17	P.Rajkumar	439-19-2406	B.COM I	*signature*
18	T.Charan kumar	439-19-2407	B.COM I	*signature*

signature

Principal
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Luxettipet -504 215

Tally

POWER OF SIMPLICITY

Tally.ERP 9

Scope of Tally: A tally is accounting software used for Accounting purposes and making reports easily. Tally ERP.9 is a widely used accounting software in India as well as many other international locations also. Tally ERP is a very easily understandable product and complete business management software

Objective: This course is designed to impart knowledge regarding concepts of Financial Accounting Tally is an accounting package which is used for learning to maintain accounts. As this course is useful for Commerce and Non-commerce students to get placements in different offices as well as companies in Accounts and various departments.

Uses of Tally.ERP 9 in Business

Cash and Fund Flow ,Interest Calculation , Bank Reconciliation, Cheque Management Balance Sheet Preparation, Profit and Loss Account Prepare Journal and Ledger

Benefits of Tally .ERP 9

1. **Payroll Management:** In business there are several types of Calculations that are made for calculating employees salary . Tally helps to maintaining financial record of the business
2. **Simple Tax Return Filing:** Tally GST ensures that the company   complies with GST norms. It will care of TDS filing, Service tax filing and profit and loss statement for all businesses.
3. **Quick Access to Documents:** Tally saves all bills, receipts, invoices, vouchers in its archive folder, it gives quick access to any of the documents previously stored
4. **Ease of maintaining a budget:** Small companies work with the budget in mind. Tally helps companies to work and manage expenses keeping in their mind the total budget they have

Principal
Govt. Degree College
Luxettipet -504 21⁵

NAME: D. Rakesh

HT NO: 439-19-2404

50 / 50

MAX MARKS:50

Choose the Correct Answers :

10X2=20

1.The shortcut used for sales order is {B}

A.Alt+F4   B.Alt+F5   C.Alt+F7   D.Alt+F8

2. What is MRP {B}

A. Minimum Retail Price   B.Maximum Retail Price   C.Marginal Price   D.None

3.Discount Column is available in {D}

A.Accounting Voucher B.Sales Invoice C.Purchase Invoice D.Both B&C

4.Tally package is developed by {D}

A.Adobe Software B.Micro soft   C.Apple Software D.Tally Solution

5. Company restore option is available on {A}

A.Company features   B.Company information C.Configuration D.None of these

6.To change current date of Gate way of Tally press the key {D}

A.F1   B.F2   C.F3   D.F4

7.The short cut Key to quit from Tally {C}

A.Ctrl+Q   B.Ctrl+M   C.Ctrl+P   D.Ctrl+L

8.Which menu appear after starting Tally for the first time {B}

A.Gate way of Tally   B.Company info   C.Dispaly D.None

9. A ledger may get declaration space for its Alias through {C}

A.F12.   B.F11   C.Alt+F1   D.Alt+F2

10.F12 is known as {B}

A.Company features   B.Company Configuration   C.Accounting Features D.None of these

20

II.Fill in the Blanks: 5x2=10

11.TCS means --- Tax collected at source   —2

12.TAN stands for --- Tax Deduction Account Number   —2

13.BOM stands for --- Bills of Material   —2

14.FBT stands for --- Fringe Benefit Tax   —2

15.TALLY stands for--- Transaction allowed in Linear   —2

III.ONE word answeres   5x2=10

16.What is voucher?

A:- A Voucher is a document in support of Business transaction
    containing the details of such transaction.   —2

17. What is payroll?

A:-A list of companies employees and the amount of money
    they are to be paid.   —2

18. what is ledger?

A:-A ledger is the actual account head to identify your transactions
    and are used in all accounting vouchers.   —2

19.What is posting?

A:-Posting is the process of transfering the enries recorded
    in the journal (or) Subsidary books to respective accounts opened in the
                                                                    ledger.

20.What is Balance sheet?

A:- Balance sheet is a statement that summarises the assets
    and liabilities of a Business.   —2

IV .Practical presentation on computer   10 Marks

—10

48/50

NAME:

HT NO: MAX MARKS:50

Choose the Correct Answers :   10X2=20

1.The   shortcut used for sales order is   {A} ✓

  A.Alt+F4   B.Alt+F5   C.Alt+F7   D.Alt+F8

2. What is MRP   {B} ✓

  A. Minimum Retail Price   B.Maximum Retail Price   C.Marginal Price   D.None

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  A.Accounting Voucher B.Sales Invoice C.Purchase Invoice   D.Both B&C

4.Tally package is developed by   {D} ✓

  A.Adobe Software B.Micro soft   C.Apple Software D.Tally Solution

5. Company restore option is available on   {A} ✓

 A.Company features   B.Company information C.Configuration D.None of these

6.To change current date of Gate way of Tally press the key   {B } ✗

A.F1   B.F2   C.F3   D.F4

7.The short cut Key to quit from Tally   {C } ✓

A.Ctrl+Q   B.Ctrl+M   C.Ctrl+P   D.Ctrl+L

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II.Fill in the Blanks: 5x2=10

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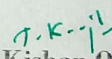IV .Practical presentation on computer   10 Marks

—10—

GOVERNMENT (MODEL) DEGREE COLLEGE
LUXETTIPET, Dist: MANCHERIAL(Email:
{gdclxpt@gmail.com }

CERTIFICATE OF PARTICIPATION

ThisCertificate has been awaredto Mr./Ms. ......P. Rajkumar B.com Iyr.............................

of this collegehas successfully completed the one month short term Certificate Course on"TALLY" from 09th January to 28st February 2019, organized by the Department of Commerce, and secured a score of ....100%. Percentage.

J. Mallaiah
COORDINATOR

Dr. Jai Kishan Ojha
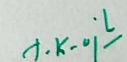PRINCIPAL
Principal
Govt. Degree College,
Luxettipet-504 215

GOVERNMENT (MODEL) DEGREE COLLEGE
LUXETTIPET, Dist: MANCHERIAL(Email:
{gdclxpt@gmail.com }

CERTIFICATE OF PARTICIPATION

ThisCertificate has been awaredto Mr./Ms. ....D. RAKESH, B.Com IYY..................
of this collegehas successfully completed the one month short term Certificate Course on"TALLY" from
09th January to 28st February 2019, organized by the Department of Commerce, and secured a score of
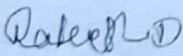...98.7. Percentage.

J. Mallaiah
COORDINATOR

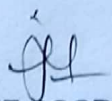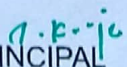Dr. Jai Kishan Ojha
PRINCIPAL
Principal
Govt. Degree College,
Luxettipet-504 215

GOVERNMENT DEGREE COLLEGE,LUXETTIPET
FEEDBACK REPORT

Date:

Name of the student	D. Rakesh
Course and Academic year	B.Com – 2018-19
Name of the programme	Certificate course.

Questionnaire for the programme

1.Are you satisfied by the programme	yes
2.What did you learn from the Programme	Accountry in Tally company creation.
3.Is it useful to improve your skills	yes
4. Can you apply this in generating self employment	yes
4.Any suggestions by you regarding the programme	It is usefull to grab Ides.

Rakesh D
SIGNATURE
OF THE STUDENT

PROGRAMME COORDINATOR

PRINCIPAL

Principal
Govt. Degree College
Luxettipet -504 215

GOVERNMENT DEGREE COLLEGE,LUXETTIPET
FEEDBACK REPORT

Date: 28.02.2019

Name of the student	J. Sony
Course and Academic year	B.Com , 2018-19
Name of the programme	Certificate course on Tally
Questionnaire for the programme	
1.Are you satisfied by the programme	Yes
2.What did you learn from the Programme	Accounting in Tally, Vouchers, ledgers.
3.Is it useful to improve your skills	Yes
4. Can you apply this in generating self employment	Yes
4.Any suggestions by you regarding the programme	It is useful to get jobs Very good programme.

J.Sony

SIGNATURE
OF THE STUDENT

PROGRAMME COORDINATOR

PRINCIPAL

Principal
Govt. Degree College
Luxettipet -504 215