GOVERNMENT DEGREE COLLEGE, MANCHERIAL
DISTRICT: MANCHERIAL – 504 208. (T.S.)

Capacity Building Courses

Computerized Accounting - Tally

About the course

Department of computers is offering a certificate course on "Computerized Accounting" for the academic year 2020-21. Duration of this course will be 30 hrs starting from 04-07-2020 onwards.

The objective of this course is to provide computerized accounting and tally ERP 9 software knowledge to the commerce students in this college. After successful completion of this course students will be able to employment. Tally ERP 9 subject notes online, create notes for future reference. As now days all the business enterprises and recruitment in company's exams are being conducted, this course also helps the students by making them familiar with computerized accounting concepts. This course helps the students, as computerized accounting basics have a good weight age in company's recruitment examinations.

At the end of the course all the enrolled students will be evaluated by an examination. Examination will be conducted in objective mode. The student needs to secure a minimum of 40% marks to pass the exam. All the students securing more than 40% marks will be awarded grades as according

> - 40% to 59% - C grade.
> - 60% to 74% - B grade.
> - 75% to 90% - A grade.
> - Above 90% - A+ grade.

All the students securing minimum passing marks will be awarded certificates.
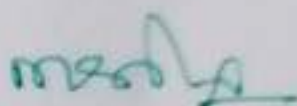
Date: 02-07-2021

To,

The Principal,
Government Degree College, Mancherial,
Dist. Mancherial.

Respected sir,

    Sub: Request for permission to start a certificate course on "Computerized Accounting" by Department of Commerce – Regarding.

<center>**********</center>

    With reference to the subject cited above, I wish to submit that Department of Commerce, GDC, Mancherial is planning to offer a certificate course on "Computerized Accounting" Tally ERP9 from 4-07-2021. Duration of this course will be 30 Hrs. Hence, I request you in favor of the permission to start the certificate course in the Department of commerce.

<center>Thanking you sir.</center>

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Head of the Department
Department of Commerce
GDC, Mancherial

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Government Degree College, Mancherial

Department of Commerce

Notice

Date: 02-07-2021

It is here by informed to all that, department of commerce is starting a certificate course titled "Computerized Accounting" from 02-07-2021 onwards. Duration of the course will be 30 Hours. The course will be very useful to the B.Com students. All the staff members are requested to inform the same to the students. All the staff members are requested to cooperate for the smooth conduct of the course.

Convenor

Principal

PRINCIPAL
GOVT. DEGREE COLLEGE
MANCHERIAL Dist Mancherial

GOVERNMENT DEGREE COLLEGE – MANCHERIAL

Department of commerce

Syllabus for certificate course on computerized accounting

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UNIT I: MAINTAINING CHART OF ACCOUNTS IN ERP 9: **Hours: 10**
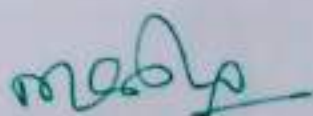
Introduction-Getting Started with ERP - Mouse/Keyboard Conventions-Company Creation-Shut Company-Select a Company-Alter Company Details-Company Features and Configurations-F11: Company Features-F12: Configuration-Chart of Accounts-Ledger-Group-Ledger Creation-Single Ledger Creation-Multi Ledger Creation-Altering and Displaying Ledgers-Group Creation-Single Group Creation-Multiple Group Creation-Displaying Groups and Ledgers-Displaying Groups Display of Ledgers-Deletion of Groups and Ledgers – P2P procure to page.

UNIT II: MAINTAINING STOCK KEEPING: **Hours: 10**

Introduction-Inventory Masters in ERP - Creating Inventory Masters-Creation of Stock Group Creation of Units of Measure-Creation of Stock Item-Creation of Godown/warehouse - Defining of Stock Opening Balance in ERP Stock Category-Reports.

UNIT III: RECORDING DAY-TO-DAY TRANSACTIONS IN ERP 9: **Hours: 10**

Introduction-Business Transactions-Source Document for Voucher-Recording Transactions in ERP - Accounting Vouchers-Receipt Voucher (F6)-Contra Voucher (F4)-Payment Voucher (F5)-Purchase Voucher (F9)-Sales Voucher (F8)-Debit Note Voucher-Credit Note (Ctrl+F8)-Journal Voucher (F7).

STUDENT ENROLLMENT LIST
SKILL BRIDGE PROGRAM
Department of Commerce
GOVERNMENT DEGREE COLLEGE, MANCHERIAL

S.NO.	FULL NAME	FATHER NAME	COLLEGE ID CARD/ ROLL NUMBER	MOBILE NUMBER	AADHAAR COPY	COLLEGE ID	PASSPORT PHOTO
1	Godani Naga Laxmi	G. Rajesh	52192412	7985819921	yes	Yes	Yes
2	J. Umadevi	J. Indhur	52192418	9381216856	yes	Yes	Yes
3	Morle Vijay Kumar	Morle Vasanth Rao	52192018	7671033513	yes	Yes	Yes
4	Peddinti Sridar	Pedinti Pochanna	52192501	7780685198	yes	Yes	Yes
5	R. Vishnu	Venkataswamy	52192435	9346498450	yes	Yes	Yes
6	Kopparthi Abhiram	Kopparthi Ravasingu	52192423	7036827796	yes	Yes	Yes
7	Kushnapalle Vinod Kumar	K. Narayana	52192426	9381533205	yes	Yes	Yes
8	Kudurupaka Surya Teja	K. Thoganah	52192425	70325138438	yes	Yes	Yes
9	Kunta Supriya	K. Posham	52192101	8639101797	yes	Yes	Yes
10	Bontha Venkatesh	Bontha Srinivas	52192515	9063951811	yes	Yes	Yes
11	Kothakooda Sai Kumar	K. Thirupathi	52192108	9603341856	yes	Yes	Yes
12	Souda. Vinay	Beeraiah Souda	52192114	9989787407	yes	Yes	Yes
13	Uppaleti Snehal	U. Shankar	52192540	9396127943	yes	Yes	Yes
14	Adhikari Santhoshi	Adhikari Nandu	52192401	8309254683	yes	Yes	Yes
15	M. Jyothi	M. Shankar	52192549	9550735590	yes	Yes	Yes
16	Sheetal Hande	Premdas Hande	52192503	7287948522	yes	Yes	Yes
17	Mohamad Azes Ali	Mohamad Ishmail Ali	52192532	8886981060	yes	Yes	Yes
18	P. Anusha	P. Ramesh	52192526	9640259266	yes	Yes	Yes
19	B. Sravani	B. Laxmaiah	52192021	8790851430	yes	Yes	Yes
20	Anjali Bhandari	Ramesh Chandra Bhandari	52192402	8639371578	yes	Yes	Yes
21	S Vaishnavi	Agam Rao	52192524	9396745978	yes	Yes	Yes
22	Boda Srujan	Boda Raju	25192406	9390332848	No	No	No
23	Vamshi Krishna Kondpaka	Chary Kondapaka	52192502	8179970257	No	No	No
24	Vashake Anandkumar	Vashake Bheemaiah	52192021	8309994704	No	No	No
25	Durgam Barathi	Durgam Bapu	52192411	8106369533	No	No	No
26	Anand Kumar	Bheemaiah	52192021	8306942704	No	No	No
27	Sallam Vamshi	Sallam Rajaiah	52192638	9014990285	No	No	No
28	Thota Vishal Madhav	Thota Venkateshwarlu	13919203	6301451752	No	No	No
29	Kudmetha Rajali	Kudmetha Shankar	52192210	9366402184	No	No	No
30	Bandi Shekar	Krishaiah	52192405	9347488399	No	No	No
31	Jarupala Premdas	Jarupala Mittu	52192420	7780261531	No	No	No

Summary

Department of Computers offered a certificate course on **"Computerized accounting"** for the academic year 2020-21. Duration of the course was 30Hrs. Certificate course was inaugurated on 04-07-2021.

During the early part of the course students learnt about evolution of Computerised accounting , basic organization of commerce and accounting, various input & output techniques and ERP 9 software using.

After the completion of the course, students learned about Tally ERP 9 features, learnt to create company and using required statements presentations using tally software. Practical sessions were conducted for the students to apply the practical and theoretical knowledge gained during oral and online virtual classes.

After completion of the syllabus, students enrolled for the course were evaluated by an objective type exam consisting of 30 questions. Exam was conducted on 18-09-2021. Certification programme was organized on 04-07-2021. All the students securing the minimum pass marks were issued certificates. Dr. V. Chakrapani, Principal, GDC – Mancherial, presented the certificates to the students.

Number of students securing the grades:

1. Two students secured A+ grade.
2. Five students secured A grade.
3. Twelve students secured B grade.
4. Three students secured C grade.
5. One student did not attend the exam.

Duration: 40Mins.
Name of the student: ....

Maximum marks: 25
Group/Year:

Choose the correct answers

1. Tally package is developed by

(A) Microsoft (B) Adobe Software (C) Apple Software (D) Tally Solutions

2. We can create multiple users in Tally activating=

(A) Tally Audit (B) Use Security Control (C) Both a and b (D) All of these

3. Voucher Class for Interest calculation created based on

(A) Debit and Credit Note (B) Journal Voucher (C) Receipt and payment Voucher

(D) Both a and b

4. Transfer of materials from one godown to another godown, use.

(A) Stock Journal (B) Purchase Journal (C) Manufacturing Journal (D) Both a and b

5. _____ is the shortcut to select a company in Tally.

(A) Alt+F1 (B) Alt+F2 (C) Alt+F3 (D) F1

6. _____ is the shortcut to sales order from Payroll Vouchers in Tally.

(A) Ctrl+F4 (B) Ctrl+F45 (C) Alt+F4 (D) Alt+F5

7. In which voucher type credit purchase entry is posted in Tally?

(A) F5:Payment (B) F6:Receipt (C) F7:Journal (D) F9:Purchase

8. TDS deduction entry can be made through

(A) Journal voucher (B) Payment Voucher (C) Receipt Voucher (D) All of these

9. ETCS means

(A) Electronic Tax Collection System (B) Electric Tax Collected at Source

(C) Electronic Tax Collected at Source (D) Enable Tax Collected at Source

10. In which voucher type entry is done for TDS calculations?

(A) F4:Contra (B) F5:Payment (C) F6:Receipt (D) F7:Journal

Answers: 1. D, 2. B, 3. A, 4. A, 5. D, 6. D, 7. D, 8. A, 9. B, 10. D

Fill in the blanks

1. Income Tax number of the Company will appear in which report................................
2. Payroll Auto fill is done through................................
3. We can see Working Capital figure changing................................
4. F12 is known as................................
5. Which option is used to print From 16A of TDS................................
6. _____ gives the balance for each day for the voucher type has been selected.
   ....
7. Party account can be created through................................
8. Transfer from Main Cash to petty Cash you require to pass _____ voucher.
9. Service Tax Report can be seen from................................
10. Which option is used to view list of Primary and Secondary groups in Tally? **Match the following**

1. F2	(	)	a. To change the current date
2. F1	(	)	b. To select a company from the list of loaded companies
3. F11	(	)	c. To open Company features screen
4. F12	(	)	d. To open configuration screen
5. F+C	(	)	e. To select cost centre
			f. To select the currencies
			g. To select the group

Answers:
1. Payment voucher
2. Alt + A
3. Balance Sheet configuration
4. Company configuration
5. Gateway of Tally → Display → Statutory Report → TDS Reports → Return → Print Form 16 A
6. Daybook
7. Ledger creation window
8. Contra
9. Display > Statutory Reports
10. List of Accounts

1. A. 2. B. 3.C, 4.D, 5.E

GOVERNMENT DEGREE COLLEGE, MANCHERIAL
Certificate Course on Computerized Accounting
Feedback form

1. Are you satisfied with the programme?

   Yes ☐   No ☐

2. What did you learnt from the course?

   ....

   ....

3. Is it useful to improve your skills?

   Yes ☐   No ☐

4. Can you apply this in generating self employment?

   Yes ☐   No ☐

5. Any suggestions by you regarding the programme?

   ....

   ....

   ....

<div align="right">Signature of Student</div>

Analysis of feedback given by the students

After completion of the course feedback forms were issued to 15 randomly selected students. Feedback form consisted of 5 questions.

Question wise analysis of feedback given by students:

1. Are you satisfied by the programme?
Feedback of the students: 100% of the students given feedback as they are satisfied by the programme.

2. What did you learn from the programme?
Feedback of the students: Learnt Tally ERP 9 software using in Business organisation.

3. Is it useful to improve your skills?
Feedback of the students: 100% students given answer as "yes".

4. Can you apply this in generating self employment?
Feedback of the students: 80% of the students felt that they can apply the knowledge gained during this certificate course to generate self employment in business organisation.

5. Any suggestions by you regarding the programme?
Feedback of the students: students felt that more practical sessions should have been conducted.

Government Degree College, Mancherial

Dist. Mancherial

(Email: gdcmancherial.jkc@gmail.com)

Date: 01-10-2021

Certificate

This is to certify that Smt. **Godari Naga Laxmi** studying **B. Com III-year** at this college completed the certificate course on **"Computerized Accounting"** offered by Department of Commerce for academic year 2020-21 with grade A+ grade.

Convenor

Principal
PRINCIPAL
GDC, MANCHERIAL
GOVT. DEGREE COLLEGE
MANCHERIAL Dist Mancherial