GOVERNMENT DEGREE COLLEGE BHADRACHALAM



DEPARTMENT OF COMMERCE RECORD OF CERTIFICATE COURSE ACEDAMIC YEAR 2020-2021

Place : Bhadrachalam Date:08-02-2021

From The Incharge Department of Commerce Govt. Degree College Bhadrachalam.

To The Principal Govt. Degree College Bhadrachalam.

Sir,

Sub: Department of Commerce. Conduct of Certificate Course in TALLY for 30 days.

For academic year2020-2021. Permission requested -Reg.

With reference to the Subject, I hereby Submit to your kind self that the Department of Commerce is planning to conduct a 30 days certificate Course in **TALLY** for the students of III Year students of B.Com Course. This Course aims at improving Accounting, taxation skills among the students. Hence, I request you to kindly permit the department to conduct the said course with effect from 11-02-2021.



Thanking you sir.

Yours Faithfully,

Principa

Govt. Degree Collegs Bhadrachalam-507 111, Bhadradri Kothagudem Dist.

Preamble:

With the fast-moving technological world and in IT era, all sorts of tasks are being automated which were performed manually earlier irrespective of domain e.g. healthcare, documentation, shopping, employee management, shopping almost everything. To meet the pace of the growing world, the accounting system have also been computerized and automated as one single entry manages both accounting and inventory needs. Tally is the most popular accounting packages used across our country and needs a lot of trained manpower to meet the requirements.

Objective:

The objective of the course is to train individuals in the Computerized Accounting using Tally and pursue the career in this sector.

Expected Job Roles:

• Assistant - Accounts

Duration:

60 Hours - (Theory: 35 hrs + Practical: 25 hrs)

Course Outline:

Sl. No	Module Title		Duration (Hours)	
		Theory	Lab	Total
1	Tally (divided in 18 units)	35	25	60
	Total Duration	35	25	60
	Total Credits	2	3	5

Detailed Syllabus and Learning Outcome:

S. No	Module Title (Tally) / Units	Topics	Duration (Hours)		Learning Outcome
			Theory	Lab	
1	Unit-1	Basic concepts of Accounting	2	0	Aftersuccessfulcompletion of the module,the students shall be ableto:• Basic Knowledge of

					accounting procedure.
2	Unit-2	Company Creation, Modification & other entries	2	1	 After successful completion of the module, the students shall be able to: Create Company with sufficient introduction/ basic company information and also able to modify company data.
3.	Unit-3	Journal entries & Ledger creation/modification etc.	4	2	 After successful completion of the module, the students shall be able to: Make Journal entries into proper head. Make ledger into proper group Correction of Ledgers & Groups as and when required.
4.	Unit-4	Group Creation	0	1	 After successful completion of this module, students should be able to: Preparation of Group in as Organization requirement. Alteration of Group as and when required.
5.	Unit-5	Preparation of Vouchers- (Payment, Receipt, Journal, Contra, Purchase, Sales, Return Inward/Outward Voucher)	2	1	 After successful completion of the module, the students shall be able to: Make an entry to Payment, Receipt, Journal, Contra, Purchase, Sales, Purchase Return & Sales Return Voucher in r/o to related Ledgers.
6.	Unit-6	Preparation of Trading Account,	6	3	After successful

		Profit & Loss Account, Income & Expenditure A/c, Receipts & Payments A/c, Balance Sheet.			 completion of the module, the students shall be able to: Preparation of Financial Statements comprises Trading account, Profit & Loss Account or Income & Expenditure Account, Receipts and Payment Account, Balance Sheet. Also Interpretation of financial statements.
7	Unit-7	Bank Reconciliation Statement	2	1	 After successful completion of the module, the students shall be able to: Reconcile Bank Statement with Cash Book. Rectify any error if exist.
8	Unit - 8	Preparation of Vouchers Type	1	1	 After successful completion of the module, the students shall be able to: Preparation of Voucher types as per specific requirements under Payment, Receipt, Journal, Purchase, Sale etc.
9	Unit-9	Stock Management- Stock Group Creation, Stock category, Godown maintenance, Units creation, Stock ledger creation & maintenance etc.	0	3	Aftersuccessfulcompletion of the module,the students shall be ableto:••Preparation of Stock

					 Group, Stock item, Stock category, Godown creation. Maintenance of Stock/ inventories. Report generation etc.
10	Unit-10	Preparation of Purchase & Sales Order) Rejection In, Rejection Out, Sales Bill	0	1	 After successful completion of the module, the students shall be able to: Preparation of Challan, Purchase Note, Sales Note including Return Challan etc.
11	Unit-11	Depreciation Accounting	2	1	 After successful completion of the module, the students shall be able to: Understand calculation method under IT Act & also Accounting standards. Calculate Depreciation on Fixed Assets.
12	Unit-12	Tax deducted at Source (TDS) - Basic Rules, TDS calculation, deduction, Challan preparation, tax deposition etc., Prof. Tax (Slab, Payment procedure, accounting entries).	4	2	 After successful completion of the module, the students shall be able to understand: Basic concepts of Income Tax and TDS Basic concepts of Professional Tax Calculation of TDS, deduction of TDS & payment procedure Calculation of Prof. Tax as per slab, deduction & payment

					procedure.
13	Unit-13	Manufacturing: Stock Item Creation, Finished Goods creation & Maintenance	0	1	 After successful completion of the module, the students shall be able to: Make entries under manufacturing concern. Report generation etc.
14	Unit-14	Free Sample: Activation, Inventory entries	0	1	 After successful completion of the module, the students shall be able to: Understand free sample concepts. Make entries of free sample in books of accounts.
15	Unit-15	Price Level at Point of Sale: Necessary activation, Journal entries, Bill Design/ preparation/generation etc.	0	2	 After successful completion of the module, the students shall be able to: Design of Bill/ Invoice Sale to Retailer, Wholesaler & customer under different price level. Report generation
16	Unit-16	Job Costing: Basic Concepts, Accounting/ Inventory entries.	2	1	 After successful completion of the module, the students shall be able understand: Basic concepts of Job Costing Accounting & inventory entries under Job Costing

17 Unit-17	Payroll- Basic Concepts, Employee creation, Group creation, Attendance, Voucher Type creation, Payroll entries.	2 1	 After successful completion of the module, the students shall be able to: Basic Concepts of Payroll Employees database creation Attendance creation. Salary preparation under various wing with different heads. Report generation
18 Unit-18	Goods & Services Tax (GST)- Overview, Supply under GST, Charge of GST, Composition Levy, Time & Value of Supply, Input Tax Credit, Registration, Tax Calculation- Computation of GST Liability, Tax Invoice, Debit & Credit Notes, Tax Payment, Return filling, Exemptions etc.	6 2	Aftersuccessful completion of the module, the students shall be able to:• Overall view of Indirect Taxation• Identifythe Incidence• Describe the Goods & Services with their cross linkages• Identifycases whereCGST& SGST taxable• Identify whether a transactiontransactionis taxableunder CGST, SGST, IGST• Identify the value & time of supply• Know how to adjust input tax credit with tax

		liabilities
		• Outline the PAN
		based registration,
		process & purpose
		of registration
		• Knowledge about
		single & separate
		registration of
		business vertical
		• List of the details to
		be furnished during
		registration
		• Identify common
		mistakes made
		during registration
		• Explain the benefits
		of Registration
		Migration concepts
		• Maintain different
		types of ledger
		Prepare documents
		such as invoice,
		Credit Note, Debit
		Note
		• Identify the
		different types of
		Returns and their
		applicability to the
		business – Monthly
		Returns, Quarterly
		Returns
		Navigate the GST
		Websites – GSTN,
		CBEC etc.
		 File periodic return
		• The periodic feturit online
		between TDS &
		TCS
		• Identify cases for
		• Identify cases for reversal of credit
		Calculate tax based
		• Calculate tax based on various case
		studies
		Settlement of ITC
		• Settlement of TTC

				 with Liabilities for less payment Printout/ Memorize the due date of payment Penalties for late payments Demonstrate the process of online payment and able to file return timely.
Tot	al Hours = 80	35	25	

Examination & Certification:

Sl	Examination Pattern	Duration in	Maximum Marks
No		Minutes	
1	Theory Paper – 1	60	50
2	Practical -1	60	50
	Total	120	100

Examination pattern will be followed for Examination & Certification.

Note:

- 1. Pass percentage would be 50% marks in each component, with aggregate pass percentage of 50% and above.
- 2. Grading will be as under:

Grade	S	Α	В	С	D
Marks Range (in %)	>=85%	>=75%- <85%	>=65%- <75%	>=55%- <65%	>=50%- <55%

- 3. Theory examination would be conducted online and the paper comprise of MCQ and each question will carry 1 mark.
- 4. Practical examination would be evaluated internally.

Recommended hardware/software tools:

1. Tally ERP 9 (Gold edition mode)

2. Windows 7 and above

Faculty & Support / Lab Instructor:

- 1. One Faculty having M.Com/B.Com with relevant experience in Tally ERP
- 2. One Support / Lab Instructor having B.Com with relevant experience in Tally ERP

References:

- 1. Learn Tally. ERP9 with GST by Soumya Ranjan Behera (Author)
- 2. Tally ERP 9 Training Guide by Asok K Nadhani (Author)
- 3. Financial Accounting by Hanif and Mukherjee
- 4. Cost Accounting by Dr. SN Maheswari

Name of the resource person	:	D.SUJATHA
Period	:	11-02-2020 To 20-03-2021
Date	:	11-02-2021
Time	:	4:30pm to 5:30 pm
No.of Hours	:	60
No.of students enrolled	:	51

GOVT DEGREE & PG COLLEGE – BHADRACHALAM DEPARTMENT OF COMMERCE ACCOUNTING TALLY CERTIFICATE COURSE QUESTION PAPER

Time	:	1Hr
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Max marks : 50M

Multiple choice questions

(50X1=50M)

1.Tally package is developed by

- A.^O Peutronics
- B. Tally Solutions
- C.[©] Coral Softwares
- D. Vedika Softwares

2.in general the financial year from shall be from

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

3. Which menu appears after starting Tally for the first time

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

4. Which option is used in Tally to make changes in created company

- A. C Select Company
- B.[©] Shut Company
- C.^C Alter
- D.^(C) None of these

5. Which option from Company Info. menu is selected to create a new Company in Tally

A. © Company Create в.[©] Create Company с.[©] Create D. O New Company

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

- A.^O Manufacturing Journal в.^О Stock Journal c.© Purchase Journal

D.O Both A & B

7.Recording of actual stock as physically verified or counted is done through

- A.^O Journal
- B.C Stock Journal
- с.[©] Physical Stock
- $\mathbf{D}^{\mathbb{O}}$ Sales

8.Budget represents ____

- A. © Estimation
- в. О Forecasting
- с.[©] Assumption
- D. U All of these

9. Find out which is not a Default Ledger in Tally

- A. © Cash in Hand
- в.[©] Capital Account
- с.[©] Profit & Loss
- D. O None of these

10.The Profit & Loss statement can be displayed in _____ format(s).

- A.^O Horizontal
- B. O Vertical
- c.© A or B
- D. O None of the above

11.Default ledger accounts in tally are _____

- Balance sheet, profit & loss and trial balance A.^O
- в.^О Profit & loss and trial balance
- C.^O Cash and profit & loss accounts

D. Cash and bank accounts

12.Default 'godown' name in tally is _____ A.O Primary ${}_{B.}^{\bigcirc}$ Main location с.[©] A or b DO None of the above 13.'Tally vault' is a _____ A.© Security mechanism в.^О Ledger a/c c.© Cost category D. O None of the above 14.A Group Company is ______ given to the merged accounts of member companies of the group A. O a name B.[©] an identity с.[©] A and B D. O None of the above 15.In tally you get currency symbol option from _____ menu A.C Company creation в. [©] Stock items units C.^O Regional setting D. O None of the above gives the balance for each day for the voucher type has been 16. selected A.© Trial Balance в. [©] Day book с.[©] Balance Sheet D. O None of the above 17. Which option lists inventory valuation method in tally $A.^{O}$

- Stock report
- в.^О Stock journal
- c° Stock analysis

D. Stock summary

18. How to activate the tally audit feature in a company

- A. Press F11 key
- B. During the creation of a company
- C. In comp info > security control-option
- D. Press F12 key

19.What is the predefined number of groups in tally

A.^C 16 B.^C 28 C.^C 128 D.^C 228

20.Which of the following is used for voucher entry

- A.[©] Ledger Account
- B. Groups
- C.[©] Sub-Groups
- D. \bigcirc Depends on number of companies

21.Which of the following user type can view audit list

- A.^C Tally Vault
- B. Owner
- C. Data Entry
- D. Administrator

22. How can data be imported in tally

- A. One company to another company created within Tally Package
- B. Other programs a spreadsheet or a database file
- C.[©] Depends on number of companies
- D. Both A and B

23. Which of the following file is usually used as a master file

- A.[©] Inventory subsidiary
- B. Cash disbursements
- C. Cash receipts
- D. Payroll transactions

24.What is the advantage of a computer-based transaction processing system

- A. Does not require as stringent a set of internal controls
- B. Will produce a more accurate set of financial statements
- C.^C Eliminates the need to reconcile control accounts and subsidiary ledgers
- D. Will be more efficient at producing financial statements

25.Which of the following can be budgeted in tally

- A. ^O Nett Transactions
- B. Closing Balance
- C.[©] Both A and B
- D. None of the above

26.Which of the following shows daily balance for a selected voucher type

- A.^C Day book
- B.^C Trial Balance
- C. Balance Sheet
- D. \bigcirc None of the above

27. How many types of users are present in tally

A. $\begin{array}{c} A. \\ B. \\ C. \\ 3 \\ D \\ 4 \end{array}$

28.Which of the following is the predefined stock category in tally

- A.[©] Primary
- B. Symbol
- C.[©] Stock
- D.[©] Main location

29.Which file in tally is used to record the import activity

- A.[©] Tally.dat
- B.^O Tally.ini
- C.^C Tally.imp
- D.^C None of the above

30.Which of the following is compulsory to create while entry in Accounts with Inventory

A.[©] Stock Groups

_	
в.С	Stock Items
с. [©]	Units of Measure
D. ^O	All of these
•	books' is used to view
A. ^O	Stock Items
B. ^O	Group Summary
C. ^O	
D. ^C	None of these
32.Trial balan	ce is prepared on basis
A. [©]	Monthly
в. С	Annually
c. [©]	Half yearly
D. ^O	Any of the above
33.A	serves the purpose of both journal and ledger accounts
A. O	Journal proper
в. О	Purchase day book
с. ^О	
D. O	
_	trade discount varies with the purchased
A. ^O	Total asset
в. ^О	Current asset
C. ^C	Quantity
D. D.	None of these
	ote' is sent by to
A. ^O	
B. ^C	Buyer, seller
C. ^O	Customer, seller
D. O	Creditor, seller nce is a
30.A trial bala	
-	-
B. ^O	Journal
c. ^O	Account
D. ^O	List

37.Sales return are recorded in _____ Voucher

- A. Sales voucher
- B. Debit note
- C.[©] Receipt
- D. Credit note

38.ERP stands for

- A. ^C Enterprise resource planning
- B. C Economic resource planning
- C. Efficient resource planning
- D. \bigcirc Economic resource processing

39. The home screen of tally is also known as

- A. Menu bar B. Gateway of tally C. Accounts info D. Button tool bar 40.Full form of ODBC A. Open database connectivity B. Open database calculating
 - C.^O Open document basically
 - D. Order data base connection

41. The option 'statutory compliance for' is appearing in

- A. Company creation screen
- B. GST classification screen
- C. F11 Statutory & Taxation features
- D. \bigcirc Account creation screen

42. Changes in accounts are possible only in

- A.[©] Display mode
- B. Alteration mode
- C. ^C Single mode
- D.^C Multiple mode

43.Reserve group accounts in tally is

- A.^O 28
- B.^O 30
- C.^O 18
- D.⁰ 15

44.An account that the user need not create is

- A. Cash at bank
- B. Sundry creditors
- C. Cash in hand
- D. Balance sheet

45.The voucher type for recording goods received

- A. Rejection in
- B. Receipt note
- C.^O Purchase order
- D. C Stock voucher

46.Employee salary details are shown in

- A. Attendance sheet
- B. Gratuity papers
- C.^O Exact reports
- D. Payroll

47.Salary comes under _____ Head

- A. Direct expense
- B. Current liability
- C. Indirect expense
- D. Current asset

48.Vouchers can be displayed in

A.^O Accounts info B.^O Day book C.^O Inventory info D.[©] Ledger

49. Professionals usually maintain accounts as

- A. $^{\bigcirc}$ Accounts with inventory
- B. Accounts only
- C. Normal accounting
- D. Payroll accounting

50.A company can be deleted only in

A. Display B. Alter C. Delete D. Create

CERTIFICATE COURSE REGISTERED STUDENT LIST FOR 2020-2021

S.NO	H.T NO	NAME	REMARKS
1	033-19-2401	BALUSUPATI SAKSHI	
2	033-19-2403	CHIKKALA KAILASH NADH	
3	033-19-2404	CHINTHAKAYALA RAJKUMAR	
4	033-19-2405	DAGGUMATI SNEHALATHA	
5	033-19-2406	DAMMU SWAPNA	
6	033-19-2407	DUGGEMPUDI KAVYA SRI	
7	033-19-2408	GADE SASHIVARDHAN	
8	033-19-2409	JABISETTY KALYANI	
9	033-19-2410	KANCHARLA SATYA TULASI	
10	033-19-2414	KUNJA MOUNIKA	
11	033-19-2416	MADETI SAHITHI	
12	033-19-2417	MADETI SARIKA	
13	033-19-2418	MAHANKALI VAMSI	
14	033-19-2419	MEDA LAVANYA	
15	033-19-2420	MIDIUM RAVI	
16	033-19-2421	MORAMPALLI SRINIVAS	
17	033-19-2423	PALANI SAI RACHANA	
18	033-19-2424	PAYAM SRUJANA	
19	033-19-2425	PONAGANTI RAVIKISHOR	
20	033-19-2426	PUNEM ASHOK KUMAR	
21	033-19-2430	SONDE SURESH	
22	033-19-2431	SOUMITHRI USHA SRI	
23	033-19-2435	TINGA HYMAVATHI	
24	033-19-2436	UYIKA RAJESH	
25	033-19-2437	YARRA VIJAYALAXMI	
26	033-19-2438	ΚΟΤΑ ΚΑΥΥΑ	

27	033-18-2033	RAMANJENYA
28	033-19-2002	BASIPOGU BHAVANI
29	033-19-2003	ERPA SHIVA KRISHNA
30	033-19-2004	GOGU DHANALAXMI
31	033-19-2005	GUDISE SHIRISHA
32	033-19-2006	JADI CHANTI
33	033-19-2007	KAKA DEEKSHA
34	033-19-2009	MUKTHI RAJITHA
35	033-19-2011	PENUBALLI SAMMAKKA
36	033-19-2012	PUJARI ROJA RANI
37	033-19-2014	RAJAMALLA PRAVEEN
38	033-19-2015	SABAKA MOUNIKA
39	033-19-2016	SETTIPALLI KALYANI
40	033-19-2017	TELLAM JYOTHI
41	033-19-2018	YETTI SWAPNA
42	033-19-2020	VARKA VAMSI
43	033-19-2202	JALADI SRIKANTH
44	033-19-2203	KURSAM SRINU
45	033-19-2204	MADAKAM ARAVIND KUMAR
46	033-19-2205	POTHURAJU NAGENDRA BABU
47	033-19-2206	PUNEM SAMPATH KUMAR
48	033-19-2207	THATI PRAVEEN
49	033-19-2209	YELLANKI JAHNAVI
50	033-19-2210	NALLAGANTI SATHISH
51	033-18-2019	T VINAY PAVAN

CERTIFICATE COURSE AWARD LIST

1	1 033-19-2	101 BALUSUPATI SAKSHI	50	44	
	2 033-19-24	03 CHIKKALA KAILASH NADH	50	42	
	3 033-19-24	04 CHINTHAKAYALA RAJKUMAR	50		
	4 033-19-24		50	47	
	5 033-19-24		50	47	
	6 033-19-24(07 DUGGEMPUDI KAVYA SRI	50	45	
	7 033-19-240	8 GADE SASHIVARDHAN	50	45	
1	8 033-19-240	9 JABISETTY KALYANI	50	45	
9	033-19-241	KANCHARLA SATYA TULASI	50	49	
10	033-19-241	KUNJA MOUNIKA	50	48	
11	033-19-2416	MADETI SAHITHI	50	47	
12	033-19-2417	MADETI SARIKA	50	43	
13	033-19-2418	and the second se	50	47	
14	033-19-2419	MEDA LAVANYA	50	48	
15	033-19-2420	MIDIUM RAVI	50	49	
16	033-19-2421	MORAMPALLI SRINIVAS	50	50	
17	033-19-2423	PALANI SAI RACHANA	50	46 2 P G	
18	033-19-2424	PAYAM SRUJANA	50	40 1 8 200	-
19	033-19-2425	PONAGANTI RAVIKISHOR	50	46 40 43 49	
20	033-19-2426	PUNEM ASHOK KUMAR	50	48 -	5
21	033-19-2430	SONDE SURESH	50	151	1
22	033-19-2431	SOUMITHRI USHA SRI	50	49	
23	033-19-2435	TINGA HYMAVATHI	50	44	21
24	033-19-2436	UYIKA RAJESH	50	50	
25	033-19-2437	YARRA VIJAYALAXMI	50	48	
6	033-19-2438	κοτά κάνγα	50	45	

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27	033-18-2033	MANUPALLI RAMANJANEYULU	50		37					
28	033-19-2002	BASIPOGU BHAVANI	50	50		37				
29	033-19-2002	ERPA SHIVA KRISHNA	5	50		48		1		
		GOGU DHANALAXMI	\$	0	- the	47		+		
30	033-19-2004	GUDISE SHIRISHA	5	0		42		-1		
31	033-19-2005	JADI CHANTI	5	50		40		-		
32	033-19-2006	KAKA DEEKSHA		50		44		-1		
33	033-19-2007	MUKTHI RAJITHA		50		43				
34	033-19-2009	PENUBALLI SAMMAKKA		50		46				
35	033-19-2011	PUJARI ROJA RANI	50			48				
36	033-19-2012			50		45				
37	033-19-2014	RAJAMALLA PRAVEEN	50			49				
38	033-19-2015	SABAKA MOUNIKA	50			47				
	033-19-2016	SETTIPALLI KALYANI 50			1	50				
39	033-19-2017	TELLAM JYOTHI 50			ľ	48				
40	033-19-2018	YETTI SWAPNA		50		-1	47			
41		VARKA VAMSI		-			49			
42	033-19-2020	IALADI SRIKANTH 5					42			
43	033-19-2202	KURSAM SRINU			50		48			
44	033-19-2203	MADAKAM ARAVIND KUN	MAR	5	50		40			
45	033-19-2204	POTHURAJU NAGENDE	AS.							
	033-19-2205	BABU		50		46		_		
				1	50		47			
46	033-19-2206	PUNEM SAMPATH KUN	inno	-	50		49			
47		THATI PRAVEEN					37			
48	033-19-2207	YELLANKI JAHNAVI		50						
49	033-19-2209	NALLAGANTI SATHISH		H 50			Auros			
	033-19-2210					46				
50	033-18-2019	VINAY PAVAN		VINAY PAVAN		VINAY PAVAN 50			37	4

SHALRACH

4 (Principal

Govt. Degree Collegis Bhadrachalam-507 111, Bhadrach Kothegudem Dist.



tota a Street Lines had War handle of C. COLLER Principal Govt. Degree College Bhadrachalam-507 111, Bhadradri Kothagudem Dist.

Certificate issue to the student