



Dr. BRR GOVERNMENT DEGREE COLLEGE

(Accredited with B⁺⁺ by NAAC)

JADCHERLA-509301

MAHABUBNAGAR (DIST), T.S

Dr. CH. Appiya Chinnamma M.Sc., P.G.D.S, Ph.D
Principal

Academic Year: 2020-2021

Tally Certificate

Department of Commerce

Date: 06-03-2021

Department of Commerce started **Tally Certificate Course** as part of departmental activity which is useful to the students when they go out of the college after the completion of course.

Inauguration of TALLY Certificate Course by Department of Commerce on 6- 3-2021. It is a 45 days certificate course which enhances the job skill capacities of students.




HOD
Commerce
Dr.BRR GDC, Jadcherla


IQAC-Coordinator
Dr. B.R.R. Govt. College
Jadcherla-509 301
Mahabubnagar, Dist. T.S.


Principal
Dr. BRR Government Degree College
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List of students joined in certificate course

| S.No | ROLLNO | Name of students | Groups |
|------|----------------|------------------------|-------------------|
| 1 | 20033006405007 | B.shiva kumar | B.com E/M |
| 2 | 20033006405044 | Nida Naaz | B.com E/M |
| 3 | 20033006405027 | K.Raghavender | B.com E/M |
| 4 | 20033006405048 | P.Shiva kumar | B.com E/M |
| 5 | 20033006405019 | G. Mallesh | B.com E/M |
| 6 | 20033006405058 | Shaik Yasmeen | B.com E/M |
| 7 | 20033006405046 | P.Krishna Reddy | B.com E/M |
| 8 | 20033006405021 | M .Pavan kumar | B.com E/M |
| 9 | 20033006405018 | G.Pawan kalyan | B.com E/M |
| 10 | 20033006405020 | G. Manasa | B.com E/M |
| 11 | 20033006405022 | K .Jyothi | B.com E/M |
| 12 | 20033006405040 | M. Ankitha | B.com E/M |
| 13 | 20033006405051 | P. Mamatha | B.com E/M |
| 14 | 20033006405003 | A. Mounika | B.com E/M |
| 15 | 20033006405037 | M. Premalatha | B.com E/M |
| 16 | 20033006405005 | A. Srilekha | B.com E/M |
| 17 | 20033006405056 | Salma Fathima | B.com E/M |
| 18 | 20033006405062 | S. Praveen kumar Reddy | B.com E/M |
| 19 | 20033006405067 | Y. Ravi kiran Goud | B.com E/M |
| 20 | 20033006405014 | CH. Paramesh | B.com E/M |
| 21 | 20033006405026 | K.Shiva kumar | B.com E/M |
| 22 | 20033006405049 | P. Naresh | B.com E/M |
| 23 | 20033006405025 | K. Rithika | B.com E/M |
| 24 | 20033006405052 | P. Nageshwari | B.com E/M |
| 25 | 20033006405016 | D. Premalatha | B.com E/M |
| 26 | 20033006405060 | S. Mahesh | B.com E/M |
| 27 | 19033006405039 | L. Sandhya | B.com E/M II YEAR |
| 28 | 20033006405045 | O. Gopi | B.COM E/M |
| 29 | 20033006405504 | B. Nandini | B.com T/M |
| 30 | 20033006405524 | L. Vijaya Nirmala | B.com T/M |
| 31 | 20033006405548 | Y. Hari krishna | B.com T/M |
| 32 | 20033006405529 | M. Pavan kumar | B.com T/M |
| 33 | 20033006405544 | U. Shilpa | B.com T/M |
| 34 | 20033006405505 | B. Soni | B.com T/M |
| 35 | 20033006405531 | M. Navaneetha | B.com T/M |
| 36 | 20033006405543 | T. Shireesha | B.com T/M |
| 37 | 20033006405537 | Shaik musthan | B.com T/M |
| 38 | 20033006405508 | C. Naveen kumar yadav | B.com T/M |
| 39 | 20033006405533 | N. Mohan Reddy | B.com T/M |


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| | | | |
|----|----------------|------------------|-----------|
| 40 | 20033006405501 | A. Aravind | B.com T/M |
| 41 | 20033006405530 | M. Sri sai teja | B.com T/M |
| 42 | 20033006405528 | M. Chaithanya | B.com T/M |
| 43 | 20033006405502 | A. Jyothi | B.com T/M |
| 44 | 20033006405515 | J. Nandini | B.com T/M |
| 45 | 20033006405535 | Ravi chendrika | B.com T/M |
| 46 | 20033006405545 | V. Sujatha | B.com T/M |
| 47 | 20033006405518 | K. Priyanka | B.com T/M |
| 48 | 20033006405546 | waheeda | B.com T/M |
| 49 | 20033006405530 | N. Kumar | B.com T/M |
| 50 | 20033006405521 | K. Mohan | B.com T/M |
| 51 | 20033006405511 | D. Karunakar | B.com T/M |
| 52 | 20033006405510 | D. Praveen kumar | B.com T/M |
| 53 | 20033006405540 | S. Naveen | B.com T/M |

TALLY SYLLABUS

UNIT-I

- 1.1 Introduction getting started with Erp
- 1.2 introduction to TALLY
- 1.3 Mouse and key board conventions.
- 1.4 Company creation in Tally
- 1.5 shut a company
- 1.6 select a company
- 1.7 Alter company details.
- 1.8 company Features and configurations.

UNIT-II

- 2.1 Chart of Accounts.
- 2.2 Ledger.
- 2.3 Group creation -Single/multiple Group Creation, Altering and Displaying of Group creation, Altering and Displaying of Group.
- 2.4 Group Creation.
- 2.5 procure to pay process.

UNIT-III

- 3.1 Inventory Masters in Tally ERP9.
- 3.2 Creation of units of Measure of Tally.
- 3.3 Creation of stock Group.
- 3.4 Stock category.
- 3.5 Creation of Godown -Single and Mutiple Mode .
- 3.6 Stock Items .
- 3.7 Stock Category Reports.

UNIT-IV


- 4.1 Inventory-Business Transactions Source Document for Voucher
- 4.2 Recording Transaction in Tally.
- 4.3 Classification of Vouchers.
 - 4.3.1 Cntra Vouchers.
 - 4.3.2 payment Vouchers.
 - 4.3.3. Receipt Vouchers.
 - 4.3.4. Journal Vouchers.

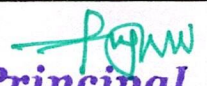
UNIT-V

- 5.1 Accounts payable.
- 5.2 Maintaining Bill Wise Details.
- 5.3 New Reference.
- 5.4 Against Reference.
- 5.5 Advances, on Account, Stock category reports.
- 5.6 Trail Balance, Balance sheet. P&L Account.
- 5.7 Ratio Analysis.


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TALLY CERTIFICATE COURSE- EXAMINATION

NAME OF THE STUDENT:

ROLL NO:

MAX MARKS: 50

I. Multiple choice questions:

(10*2=20)

1. How many primary groups are present in tally ()
A.10 B.20 C.15 D.28
2. Among the following what is the function key of contra ()
A.F4 B.F5 C.F6 D.F8
3. Which of the following ledger falls under indirect expenses ()
A.Salaries B.Purchases C.Sales D. Bank account
4. What is the short cut key to save the changes in the alteration mode ()
A.Ctrl+A B. Ctrl+S C.Ctrl+P D.Ctrl+G
5. Stock group can be created in how many ways ()
A.Single B.Multiple C.Only single D.Both A & B
6. Stock item can be created in how many ways ()
A.Single B.Multiple C.Only single D.Both A & B
7. Godown can be created in how many ways ()
A.1 B.2 C.3 D.4
8. We can pass expenses entry using a -----voucher ()
A. Payment B.Journal C. Both D.None of the above
9. What is the function key for a journal voucher ()
A.Ctrl+F8 B. Ctrl+F9 C.F7 D.F9
10. What is the function key for a credit note ()
A.Ctrl+F8 B. Ctrl+F9 C.F8 D.F9

II. FILL IN THE BLANKS:

(10*2=20)

1

is the function key for payment

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3. _____ is the function key for receipt.
4. _____ is the function key for purchase.
5. _____ is the function key for sales.
6. How many secondary groups are in tally _____
7. Stock item can be created in _____ ways.
8. _____ are used for storage of materials.
9. _____ is used for calculator.
10. _____ acts like a source of the document.

III. ONE LINE ANSWERS:

(5*2=10)

1. Create company.
2. What is a debit note?
3. Explain about a payment voucher.
4. Ledger Creation
5. How to create s stock group in tally

TALLY EXAM MARKS

| S.No | ROLLNO | Name of students | Groups | MARKS |
|------|----------------|------------------|-----------|-------|
| 1 | 20033006405007 | B.shiva kumar | B.com E/M | 45 |
| 2 | 20033006405044 | Nida Naaz | B.com E/M | 38 |
| 3 | 20033006405027 | K.Raghavender | B.com E/M | 39 |
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| 11 | 20033006405022 | K .Jyothi | B.com E/M | 40 |
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TALLY CERTIFICATE



JUSTIFICATION

Tally is an on premise accounting solution that caters primarily to small and midsize business across several industries. It provides business functionalities including Accounting, finance, inventory, sales, purchase, marketing, and Job Costing, Payroll and branch management. Tally helps in maintaining financial record of the company that includes net deductions, taxes, bonuses and net payment.

Tally is Transactions Allowed in a Linear Line Yards. Every field, every sector is upgrading itself so that the end users are satisfied by the service providers. Same is the case of Accounting. If a student indulges himself/herself in the course of tally, there is a great chance of going to the next level in their career.

By doing a course of tally a student's perspective regarding taxation, accounting and inventory management increases. As we all know that after the introduction of GST many businesses were almost destroyed. Tally software holds that feature which helps them gain knowledge and excel in the same.

The Tally course is specially designed for small sized Industries.

Appropriate knowledge in tally will help to get a job. Tally software is used so widely that it has become imperative for the students seeking jobs in accounts department of any company to learn tally to the advanced level.


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