DEPARTMENT OF COMMERCE

SGK GOVERNMENT DEGREE COLLEGE- VINUKONDA

GUNTUR DIST.A.P:522647

CERTIFICATE COURSE

in

TALLY.ERP 9

DATE:18.02.2022 to30-03-2022

2021-2022

About the Department of Commerce

The Department of Commerce was established in the year 1980 along with the inception of the college. This department is to become the B.Com graduates then post graduates and professionals like Chartered Accounts, Lawyers Today this Department is potential to produce many professionals and job holders. We always try to transforming the young to become good and responsible Indian citizens. Department of commerce introduced B.Com (Computer Applications) In the year 2014   for the benefit of the rural youngsters to become job ready graduates. We encourage the students to participate in the activities pertaining to social service.   Our students are exposed to public speech and seminars.

Vision:

Impart quality and need based education for vertical mobility of the students for higher education and to produce commerce graduates who possess the skills and problem solving tools to enable every student to cope up with the latest developments through effective transaction of the curricular and co-curricular aspects.

Mission:

- o To impart subject knowledge through higher order learning
- o To adopt innovative pedagogical strategies using ICT in teaching, learning process.
- o To develop academic activity which is suitable for higher studies, employment, and inculcate entrepreneurial skills.

Courses offered

Course	Specialization	Intake	Medium
B.Com	General	60	Telugu
B.Com	Computer Applications	30	English

Faculty Profile:

Name of the Faculty	Qualifications	Position
M.Jagadeesh	M.com,APSET,NET.	Lecturer in Commerce
Ch. Vijaya kalpana	M.com.	Lecturer in Commerce
K. Koteswararao	M.com, APSET.	Lecturer in Commerce

About the Certificate Course

Globally recognised, "Tally E.R.P. 9" certificate course enhance skills through rigorous study and direct experience in the area of accounting. Tally is renowned and leading accounting software used by many companies the world over. It is one of the most widely used and easy to understand accounting software's.

Tally is an extraordinary approach to keep the track of accounts in a company. It is a special software program fit for simple as well complex accounting challenges. It is one of the best methods as it makes use of double entry method of accounts that will eradicate all probable errors and glitches. This software is easy to understand and use.

There are enormous opportunities for tally course. But one should learn tally by a professional trainer who can give you real world examples and assignment.

This program opens up various avenues for students. After the completion of the program, as a fresher you can begin your career as:

- Accounts executive
- Junior accountant
- Data entry operator
- Accounts assistant
- Tally operator
- Accountant trainee

Professionals in this career can also opt for teaching jobs in various accounting institutions. Graduate professionals can work as freelancers in this field. These graduates can work independently or as freelancer for small ventures to maintain their account on day to day basis. There are lots of job opportunities available in India as well as in foreign countries for chartered accountants.

The main objectives of the course:

- ❖ to acquire the conceptual knowledge of accounting;
- ❖ to understand accounting cycle and its working;
- ❖ to work with well-known accounting software i.e. Tally ERP.9
- ❖ to develop the skills of recording financial transactions and preparation of financial statements;
- ❖ to create company, enter accounting voucher entries including advance voucher entries, do reconcile bank statement, do accrual adjustments, and also print financial statements, etc. in Tally ERP.9 software
- ❖ To make students ready with required skill for employability in the job market.

LEARNING OUTCOMES:

After successful completion of this course students should be able to:

- work with well-known accounting software i.e. Tally ERP.9
- do by their own create company, enter accounting voucher entries including advance voucher entries
- do reconcile bank statement
- do accrual adjustments, and also print financial statements, etc. in Tally ERP.9 software
- Do possess required skill and can also be employed as Tally data entry operator.

SYLLABUS

Unit-I: Basics of Accounting

Types of Accounts, Golden Rules of Accounting, Accounting Principles, Concepts and Conventions, Double Entry System of Book Keeping, Mode of Accounting, Financial Statements, Transactions, Recording Transactions

Unit-II: Fundamentals of Tally.ERP 9:

Getting Functional with Tally.ERP 9 - Features - Start Tally, Create and Alter a Company - Creating Single Group/Multiple Groups, Display, Deleting Groups - Ledger: Creating Single Ledger / Multiple Ledgers.

Unit-III: Create Accounting Masters in Tally.ERP 9

F11: Features -F12:Configurations - Chart of Accounts - Creating Single and Multiple charts, Displaying and Altering charts – Walkthrough for creating Chart of Accounts – Back-up of data and Restoring - Tally Audit Features.

Detailed Pedagogical Plan

Day	Period	Time	Topic	Taken By
18-02-2022	6	4pm to 5pm	Introduction About Tally	Sri. M.Jagadeesh
19-02-2022	6	4pm to 5pm	Installation of Tally Software	Sri. K.Koteswararao
21-02-2022	6	4pm to 5pm	Opening of Tally Software	Sri. K.Koteswararao
22-02-2022	6	4pm to 5pm	Types of Accounts	Sri. K.Koteswararao
23-02-2022	6	4pm to 5pm	Golden Rules of Accounting	Sri. M.Jagadeesh
24-02-2022	6	4pm to 5pm	Accounting Principles	Sri. M.Jagadeesh
25-02-2022	6	4pm to 5pm	Concepts and Conventions	Sri. M.Jagadeesh
26-02-2022	6	4pm to 5pm	Double Entry Book Keeping	Sri. K.Koteswararao
28-02-2022	6	4pm to 5pm	Mode of Accounting	Sri. M.Jagadeesh
02-03-2022	6	4pm to 5pm	Financial Statements	Sri. K.Koteswararao
03-03-2022	6	4pm to 5pm	Recording Transactions	Sri. K.Koteswararao
04-03-2022	6	4pm to 5pm	Getting Functional with Tally	Sri. M.Jagadeesh
05-03-2022	6	4pm to 5pm	Features Of Tally	Sri. M.Jagadeesh
07-03-2022	6	3pm to 5pm	Start Tally	Sri. K.Koteswararao
08-03-2022	6	4pm to 5pm	Create and Alter a Company	Sri. K.Koteswararao
09-03-2022	6	4pm to 5pm	Company Creation Lab	Sri. K.Koteswararao
10-03-2022	6	4pm to 5pm	Creating Sub Groups	Sri. M.Jagadeesh
11-03-2022	6	4pm to 5pm	Display, Deleting Groups	Sri. M.Jagadeesh
14-03-2022	6	4pm to 5pm	Groups Creation Lab	Sri. M.Jagadeesh
15-03-2022	6	4pm to 5pm	Ledger Creation	Sri. K.Koteswararao
16-03-2022	6	4pm to 5pm	Ledger Creation Lab	Sri. K.Koteswararao
19-03-2022	6	3pm to 5pm	F11: Features -F12: Configurations	Sri. K.Koteswararao
21-03-2022	6	4pm to 5pm	Chart of Accounts -Creation	Sri. M.Jagadeesh
22-03-2022	6	4pm to 5pm	Displaying and Altering charts	Sri. M.Jagadeesh
23-03-2022	6	4pm to 5pm	Practice in Lab	Sri. K.Koteswararao
24-03-2022	6	4pm to 5pm	Tally Security- Audit	Sri. M.Jagadeesh
25-03-2022	6	4pm to 5pm	Back-up of data and Restoring	Sri. K.Koteswararao
26-03-2022	6	4pm to 5pm	Practice in Lab	Sri. M.Jagadeesh
28-03-2022	6	4pm to 5pm	Practice in Lab	Sri. K.Koteswararao
29-03-2022	6	3pm to 5pm	Practice in Lab	Sri. K.Koteswararao
30-03-2022	6	4pm to 5pm	Final Exam	Sri. M.Jagadeesh Sri. K.Koteswararao

Evaluation:

Written Examination for 30 Marks (Written Exam)
Practical Examination for 20 Marks (Practical)

List of Students Enrolled:

SL NO	STUDENT NAME	GROUP
1	CH. Pedda Saidulu	II B COM CA
2	G. Palankamma Rao	II B COM CA
3	G. Priyanka	II B COM CA
4	M. Sravani	II B COM CA
5	K. Nagasri	II B COM CA
6	N. Nagamani	II B COM CA
7	Sk. Basha	II B COM CA
8	D. Koteswari	II B COM CA
9	B. Sai Krishna	II B COM CA
10	B. Saida	II B COM CA
11	Sk. Yasin	II B COM CA
12	Sk. Baba Vali	II B COM CA
13	T. Venkateswarlu	II B COM CA
14	B. Nagarjuna	II B COM CA
15	D. Ashok Kumar	II B COM CA
16	J. Madhu LAtha	II B COM CA
17	M . Siva Rama krishna	II B COM CA
18	R . Naganjaneyulu	II B COM CA
19	R. Poulu Naik	II B COM CA
20	P. Nagamani	II B COM CA
21	S . Roshitha	II B COM CA
22	T. Tulasi ram	II B COM GEN
23	D. Nagur Vali	II B COM GEN
24	CH. Neeraj	II B COM GEN
25	P. Krishnanjaneyulu	II B COM GEN
26	G. Srikanth	II B COM GEN
27	K. Yesu Babu	II B COM GEN
28	G. Mariya Babu	II B COM GEN
29	CH. Bhavani Prasad	II B COM GEN
30	J. Parasuram	II B COM GEN
31	V. Rajesh	II B COM GEN
32	E. Sai ram	II B COM GEN

33	S. Dasmitha	II B COM GEN
34	G. Prasanna kumar	II B COM GEN
35	G. Daniyelu	III B COM GEN
36	N. Mariya babu	III B COM GEN
37	J. Nayomi	III B COM GEN
38	M. Naga Ravindra	III BCOM CA
39	A. venkatareddy	III B COM GEN
40	B. Pooja	III B COM CA
41	K. Butchi Babu	III BCOM CA
42	R. Kiran Kumar	III B COM CA
43	K. Kishore kumar	III B COM CA
44	B. Venkateswarlu	III B COM CA
45	P. China Babu	III BCOM CA
46	Devraj Naik	II B COM GEN
47	K. Koteswararao	III B COM CA
48	K. Mariya Babu	III B COM CA

Start by choosing your certification and career path

Inauguration Program of

Certificate Course in....

Tally.ERP 9

Payroll
Tally Admimistrator
Accounts Manager

Course Contents :
1. Creating Accounting Masters
2. Creating Inventory Masters
3. Voucher Entry
4. Godown Creations
5. Creating Stock items
6. Value added Tax(VAT)
7. Tax Deducted at Source(TDS)
8. Tax Collected at Source(TCS)
9. Budget and Control
10. Payroll Accounting
11. Goods and service Tax GST)

Tally
POWER OF SIMPLICITY

. Assessment of Tally Skills
. Skill Mapping and Career Options
. Continous Self Learning While on the job

Admission Open

Department of Commerce
SGK Government Degree College,
Vinukonda,Guntur(dt).

contact:
9491948154
7569557277
9966598540

Vinukonda, Andhra Pradesh, India
2PRR+PH6, Vinukonda, Andhra Pradesh 522647, India
Lat 16.040331°
Long 79.740166°
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Vinukonda, Andhra Pradesh, India
2PRR+PH6, Vinukonda, Andhra Pradesh 522647, India
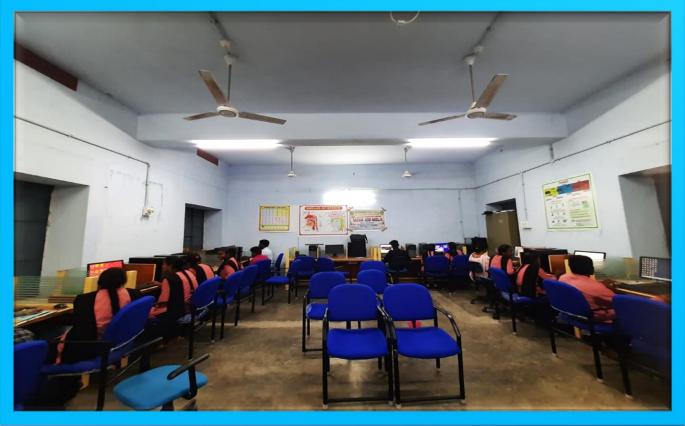Lat 16.040331°
Long 79.740166°
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Theory and Lab Photos

Attendance Register:

S.No	Name of the Student	18-02-2022	19-02-2022	21-02-2022	22-02-2022	23-02-2022	24-02-2022	25-02-2022	26-02-2022	28-02-2022	02-03-2022	03-03-2022	04-03-2022	05-03-2022	07-03-2022	08-03-2022
1	CH. Pedda Saidulu	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p
2	G. Palankamma Rao	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p
3	G. Priyanka	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p
4	M. Sravani	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p
5	K. Nagasri	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p
6	N. Nagamani	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p
7	Sk. Basha	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p
8	D. Koteswari	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p
9	B. Sai Krishna	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p
10	B. Saida	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p
11	Sk. Yasin	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p
12	Sk. Baba Vali	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p
13	T. Venkateswarlu	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p
14	B. Nagarjuna	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p
15	D. Ashok Kumar	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p
16	J. Madhu LAtha	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p
17	M . Siva Rama krishna	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p
18	R . Naganjaneyulu	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p
19	R. Poulu Naik	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p
20	P. Nagamani	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p

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21	S . Roshitha	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p
22	T. Tulasi ram	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p
23	D. Nagur Vali	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p
24	CH. Neeraj	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p
25	P. Krishnanjaneyulu	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p
26	G. Srikanth	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p
27	K. Yesu Babu	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p
28	G. Mariya Babu	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p
29	CH. Bhavani Prasad	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p
30	J. Parasuram	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p
31	V. Rajesh	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p
32	E. Sai ram	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p
33	S. Dasmitha	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p
34	G. Prasanna kumar	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p
35	G. Daniyelu	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p
36	N. Mariya babu	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p
37	J. Nayomi	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p
38	M. Naga Ravindra	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p

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39	A. venkatareddy	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p
40	B. Pooja	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p
41	K. Butchi Babu	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p
42	R. Kiran Kumar	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p
43	K. Kishore kumar	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p
44	B. Venkateswarlu	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p
45	P. China Babu	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p
46	Devraj Naik	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p
47	K. Koteswararao	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p
48	K. Mariya Babu	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p

S.No	Name of the Student	09-03-2022	10-03-2022	11-03-2022	14-03-2022	15-03-2022	16-03-2022	19-03-2022	21-03-2022	22-03-2022	23-03-2022	24-03-2022	25-03-2022	26-03-2022	28-03-2022	29-03-2022	30-03-2022
1	CH. Pedda Saidulu	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p
2	G. Palankamma Rao	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p
3	G. Priyanka	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p
4	M. Sravani	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p
5	K. Nagasri	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p
6	N. Nagamani	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p
7	Sk. Basha	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p
8	D. Koteswari	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p
9	B. Sai Krishna	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p
10	B. Saida	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p
11	Sk. Yasin	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p
12	Sk. Baba Vali	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p
13	T. Venkateswarlu	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p
14	B. Nagarjuna	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p
15	D. Ashok Kumar	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p
16	J. Madhu LAtha	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p
17	M . Siva Rama krishna	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p
18	R . Naganjaneyulu	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p
19	R. Poulu Naik	p	p	p	p	p	p	A	p	p	p	p	p	p	p	p	p
20	P. Nagamani	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p

S.No	Name of the Student	09-03-2022	10-03-2022	11-03-2022	14-03-2022	15-03-2022	16-03-2022	19-03-2022	21-03-2022	22-03-2022	23-03-2022	24-03-2022	25-03-2022	26-03-2022	28-03-2022	29-03-2022	30-03-2022
21	S . Roshitha	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p
22	T. Tulasi ram	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p
23	D. Nagur Vali	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p
24	CH. Neeraj	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p
25	P. Krishnanjaneyulu	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p
26	G. Srikanth	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p
27	K. Yesu Babu	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p
28	G. Mariya Babu	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p
29	CH. Bhavani Prasad	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p
30	J. Parasuram	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p
31	V. Rajesh	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p
32	E. Sai ram	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p
33	S. Dasmitha	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p
34	G. Prasanna kumar	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p
35	G. Daniyelu	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p
36	N. Mariya babu	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p
37	J. Nayomi	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p
38	M. Naga Ravindra	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p

S.No	Name of the Student	09-03-2022	10-03-2022	11-03-2022	14-03-2022	15-03-2022	16-03-2022	19-03-2022	21-03-2022	22-03-2022	23-03-2022	24-03-2022	25-03-2022	26-03-2022	28-03-2022	29-03-2022	30-03-2022
39	A. venkatareddy	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p
40	B. Pooja	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p
41	K. Butchi Babu	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p
42	R. Kiran Kumar	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p
43	K. Kishore kumar	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p
44	B. Venkateswarlu	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p
45	P. China Babu	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p
46	Devraj Naik	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p
47	K. Koteswararao	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p
48	K. Mariya Babu	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p

<p style="text-align:center">**Question Paper for Theory Examination**</p>

<p style="text-align:center">**SGK Govt. Degree College, Vinukonda**
Tally. ERP.9 Certificate Course
Question Paper-2021-22</p>

Time: 1.30   **Max. Marks: 30**

<p style="text-align:center">**Part-A**</p>

❖ **Answer any Six Questions of the Following**
❖ **Each Question carry 5 marks**

1. Explain the Procedure for creation of a Company
2. How can you create Ledger in Tally?
3. Explain the Gate Way of Tally
4. Write any ten pre-defined groups in Tally
5. How can you enable GST in tally
6. Explain the any five of the vouchers in Tally
7. How can you create, alter and delete a ledger in tally
8. Explain the tally audit features in tally
9. Explain configuration (F12) in Tally
10. Explain the procedure for enabling GST properties for a Purchase/Sale Account.

SGK Govt. Degree College, Vinukonda
Tally. ERP.9 Certificate Course
Question Paper-2021-22

Time: 1.00   Max. Marks: 20

Part-A

❖ **Execute the problems in your desktop using Tally**

Create a Company by name "Khanna Sons" for the year 2020-21, prepare following ledgers and pass necessary entries

1. Commenced business with cash Rs.10, 000, as on 1/4/2021

2. Deposit into bank Rs. 15,000 on 2/4/2021

3. Bought office furniture Rs.3,000 on 2/4/2021

4. Sold goods for cash Rs.2,500 on 1/5/2021

5. Purchased goods form Mr X on credit Rs.2,000 on 2/5/2021

6. Sold goods to Mr Y on credit Rs.3,000 on 31/5/2021

7. Received cash form Mr. Y on account Rs.2,000 on 1/6/2021

8. Paid cash to Mr X Rs. 1,000 on 2/6/2021

9. Received commission Rs. 50 on 2/6/2021

10. Received interest on bank deposit Rs. 100 on 1/7/2021

11. Paid into bank Rs. 1,000 on 2/7/2021

12. Paid for advertisement Rs.500 on 31/7/2021

13. Purchased goods for cash Rs. 800 on 1/8/2021

14. Sold goods for cash Rs. 1,500 on 2/8/2021

15. Paid salary Rs. 500 on 31/8/2021

Evaluation Sheet

SL NO	STUDENT NAME	Theory 30	Practical 20	Total 50	Pass/ Fail
1	CH. Pedda Saidulu	26	18	44	PASS
2	G. Palankamma Rao	28	20	48	PASS
3	G. Priyanka	29	20	49	PASS
4	M. Sravani	27	19	46	PASS
5	K. Nagasri	28	18	46	PASS
6	N. Nagamani	26	19	45	PASS
7	Sk. Basha	24	18	42	PASS
8	D. Koteswari	28	20	48	PASS
9	B. Sai Krishna	24	18	42	PASS
10	B. Saida	22	17	39	PASS
11	Sk. Yasin	27	19	46	PASS
12	Sk. Baba Vali	25	17	42	PASS
13	T. Venkateswarlu	22	18	40	PASS
14	B. Nagarjuna	24	18	42	PASS
15	D. Ashok Kumar	23	17	40	PASS
16	J. Madhu LAtha	22	19	41	PASS
17	M . Siva Rama krishna	24	17	41	PASS
18	R . Naganjaneyulu	22	18	40	PASS
19	R. Poulu Naik	24	16	40	PASS
20	P. Nagamani	23	18	41	PASS
21	S . Roshitha	26	19	45	PASS
22	T. Tulasi ram	27	20	47	PASS
23	D. Nagur Vali	26	20	46	PASS
24	CH. Neeraj	25	20	45	PASS
25	P. Krishnanjaneyulu	24	18	42	PASS
26	G. Srikanth	24	17	41	PASS
27	K. Yesu Babu	23	18	41	PASS
28	G. Mariya Babu	26	19	45	PASS
29	CH. Bhavani Prasad	25	20	45	PASS
30	J. Parasuram	24	19	43	PASS
31	V. Rajesh	26	18	44	PASS

32	E. Sai ram	24	18	42	PASS
33	S. Dasmitha	24	19	43	PASS
34	G. Prasanna kumar	24	17	41	PASS
35	G. Daniyelu	25	18	43	PASS
36	N. Mariya babu	26	19	45	PASS
37	J. Nayomi	27	20	47	PASS
38	M. Naga Ravindra	24	18	42	PASS
39	A. venkatareddy	26	19	45	PASS
40	B. Pooja	24	18	42	PASS
41	K. Butchi Babu	25	17	42	PASS
42	R. Kiran Kumar	24	18	42	PASS
43	K. Kishore kumar	26	18	44	PASS
44	B. Venkateswarlu	24	19	43	PASS
45	P. China Babu	23	19	42	PASS
46	Devraj Naik	26	18	44	PASS
47	K. Koteswararao	25	19	44	PASS
48	K. Mariya Babu	26	18	44	PASS

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(Affiliated to Acharya Nagarjuna University, Guntur)

Palnadu District, Andhra Pradesh, India-522647

Estd:1980

CERTIFICATE

This Certificate is awarded to **CH.Pedda Saidulu, II B COM CA**, SGK Govt. Degree College, Vinukonda for completed and passed the **CERTIFICATE COURSE IN TALLY.ERP.9** during February-2022 to March-2022 Conducted by Department of Commerce, SGK Govt. Degree College, Vinukonda

Sri. M. Jagadeesh
CONVENER

Dr. K. Srinivasa Rao
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Theory- Study Material

Basic concept of accounting

Accounting: It is an art of recording, classifying and summarizing in significant manner and in terms of money, transactions and events which are of financial character and interpreting the results thereof.

Business Transaction: A business transaction is "The movement of money and money's worth form one person to another". Or exchange of values between two parties is also known as "Business Transaction".

Purchase : A purchase means goods purchased by a businessman from suppliers.

Sales : Sales is goods sold by a businessman to his customers.

Purchase Return or Rejection in or Outward Invoice: Purchase return means the return of the full or a part of goods purchased by the businessman to his suppliers.

Sales Return or Rejection out or Inward Invoice: Sales return means the return of the full or a part of the goods sold by the customer to the businessman.

Assets: Assets are the things and properties possessed by a businessman not for resale but for the use in the business.

Liabilities: All the amounts payable by a business concern to outsiders are called liabilities.

Capital: Capital is the amount invested for starting a business by a person.

Debtors: Debtor is the person who owes amounts to the businessman.

Creditor: Creditor is the person to whom amounts are owed by the businessman.

Debit: The receiving aspect of a transaction is called debit or Dr.

Credit: The giving aspect of a transaction is called credit or Cr.

Drawings: Drawings are the amounts withdrawn (taken back) by the businessman from his business for his personal, private and domestic purpose. Drawings may be made in the form cash, goods and assets of the business.

Receipts: It is a document issued by the receiver of cash to the giver of cash acknowledging the cash received voucher.

Account: Account is a summarized record of all the transactions relating to every person, everything or property and every type of service.

Ledger: The book of final entry where accounts lie.

Journal entries: A daily record of transaction.

Trail Balance: It is a statement of all the ledger account balances prepared at the end of particular period to verify the accuracy of the entries made in books of accounts.

Profit: Excess of credit side over debit side.

Profit and loss account : It is prepared to ascertain actual profit or loss of the business.

Balance Sheet: To ascertain the financial position of the business. It is a statement of assets and liabilities.

Types of accounts

Personal account: Personal accounts are the accounts of persons, firms, concerns and institutions which the businessmen deal.

Principles: Debit the

receiver Credit

the giver

Real Account: These are the accounts of things, materials, assets & properties. It has physical existence which can be seen & touch.

Ex. Cash, Sale, Purchase, Furniture, Investment etc.

Principles: Debit what comes

in Credit what

goes out

Nominal account: Nominal account is the account of services received (expenses and Losses) and services given (income and gain)

Ex. Salary, Rent, Wages, Stationery etc.

Principles: Debit all
expense/losses Credit
all income/ gains

Tally is a complete business solution for any kind of Business Enterprise. It is a full fledged accounting software.

Procedure for creating company in Tally

Double click on Tally icon on desktop. **Alt+F3 Company info**-Create company.

Accounts Only : To maintain only the financial accounts of the company. Inventory (stock) management is not involved in it.

Account with Inventory : This is the default option, which allows maintaining both the financial account of the company as well as the inventory of the company.

Select Company : We can choose the company which is already created. Shortcut key - F1.

Shut Company : It is used to close the company which is opened. Shortcut key -

Alt+F1. **Alter :** It is used to make alterations in the company creation like name,

date, maintain etc. **Quit :** Exits from Tally. 1. Click on quit button.

2. Esc, Esc, Esc and enter.

3. Ctrl+Q

Short cut keys

Key	Description
Alt+F3	Company information menu
Enter	To accept information typed into a field.
	To accept a voucher or master.
	To get a report with further details of an item in a report.
Esc	To remove what has been typed into a field.
	To exit a screen.
	To indicate you do not want to accept a voucher or master.
Ctrl+A	To accept a form wherever you use the key combination the screen or report will be accepted as it is on this screen.
Ctrl+Q	It quits the screen without making any changed
to it. Alt+C	To create a master at a voucher screen.
	When working within an amount field presses Alt+C to act as a calculator.
Alt+D	To delete a
	voucher. To delete
	a master.
Ctrl+Enter	To alter a master while making an entry or viewing
report. F2	Date
Alt+F2	Change period
Alt+F1	To see detail
F11	Features company
F12	Configuration options are applicable to all the companies in a data
directory. Ctrl+N	Calculator screen.
Ctrl+V	Voucher mode (Cr. Dr)
	Invoice mode (name of item, rate, quantity, and amount)

CREATION OF A NEW COMPANY IN TALLY

Aim: To create a New Company in Tally-9 using given options

Creating a **Company** involves providing basic information about the company whose books of accounts are to be maintained in Tally.

Steps: **:** Boot the system through Windows operating system and open Tally-9 in programmes

> **> Start> Programmes> Tally-9> Company Info>Create Company:**

Or

> **>Start> Programmes> Tally-9>***Gateway of Tally > (Alt+F3) Company Info. > Create Company*

<u>**Gateway of Tally of an Accounts-with-Inventory Company**</u>

Aim: Explain the Gateway of Tally in Tally 9 with diagramme.

The **Gateway of Tally** menu of an **Accounts-with-Inventory** company appears as shown below:

Steps: Boot the system through Windows operating system and open Tally-9 in programmes

> Start> Programmes> Tally-9> Select a Company> Gateway of Tally

The **Gateway of Tally** screen is separated into four sections - **Title Area**, **Main Area (Ctrl+M)**, **Calculator Area (Ctrl+N)** and the **Button Bar**.

Main Area

The left-hand side of the **Main Area** gives information of

1. **Current Period** – The currently loaded or selected company's accounting period.
2. **Current Date** – The date of the last Voucher Entry of the selected company (this is NOT the calendar date).
3. **List of Selected Companies** – This displays the name of the loaded or selected company.
4. **Masters** – This is for creation of Accounting Masters and Inventory Masters and Importing Master information.

5. **Transactions/Vouchers -** This is for creation of Accounting Vouchers and Inventory Vouchers and Importing transaction information.
6. **Reports –** This is for viewing and printing financial and inventory reports using the information given in Masters and Transactions.

Button Bar

The Buttons on this screen and their function:

1. **Help (Alt + H) –** To access Tally's online context-sensitive help
2. **F1: Select Cmp –** To select a company
3. **F1: Shut Cmp –** To shut or close the company
4. **F2: Date –** To change the current date
5. **F2: Period –** To change the period
6. **F3: Company –** To select a different company
7. **F3: Cmp Info –** To access the Company Information Menu
8. **F11: Features –** To access the Company features for a company
9. **F12: Configure –** To access the configuration settings to manage the information in Tally.

Gateway of tally-Accounts info-Group

Bank account

Bank Od account

Branch/division

Capital account

Cash in hand

Current asset

Current liability

Deposit

Direct expenses

Direct income

Indirect expense

Indirect income

Duties and tax

Fixed asset

Investment

Loans and advance

Loan (liability)

Miscellaneous expenses

Provisions Retained earning

Reserves and surplus

Purchase account

Sales account

Secured loan

Stock in hand

Sundry debtor's

Sundry creditors

Suspense

Unsecured account

Meanings:

Current asset : It is converted into cash with in a year. Ex. Bills receivable

Direct expenses : These are the expenses which are directly related to manufacturing of goods. Ex. Wages, factory rent, heating, lighting etc

Indirect expense : These are the expenses which are indirectly related to manufacturing of goods. Ex. Salary, rent, stationery, advertisement, printing

Depreciation : Decrease the value of the asset.

Sundry debtors : The person who is the receiver or customer

Sundry creditors : The person who gives or supplier.

Expenses Outstanding or Unpaid expenses or Expenses due : Expenditure incurred during current year but the amount on which is not yet paid. (Added to the expenditure on the debit side and entered on the liability side.)

Income received in advance or Income received but not earned

Income received during the current year but not earned or a part of which relates to the next year. (Deducted form the concerned income on the credit side and entered on the liability side)

Prepaid advance or Expenses or Prepaid expenses

Expenditure paid during current year but not incurred or a part of which relates to the next year is called expenditure prepaid. (Deducted form the concerned expenditure on the debit side and entered on the assets side)

Income outstanding or income earned but not received or Income accrued

Income outstanding means income earned during the current year but the amount on which is not yet received (added to the concerned income on the credit side and entered on the asset side)

Gateway of Tally-Accounts info-ledger-create

Ledger	Group
Opening stock	Stock in hand
Purchase	Purchase account
Purchase return	Purchase account
Manufacturing wages	Direct expenses
Coal, gas, water	Direct expenses
Oil and fuel	Direct expenses
Factory rent, insurance, electricity, lighting and heating	Direct expenses
Sales	Sales account
Salary	Indirect expenses
Postage and telegrams	Indirect expenses
Telephone charges	Indirect expenses
Rent paid	Indirect expenses
Rates and taxes	Indirect expenses
Insurance	Indirect expenses
Audit fees	Indirect expenses
Interest on bank loan	Indirect expenses
Interest on loans paid	Indirect expenses
Bank charges	Indirect expenses
Legal charges	Indirect expenses
Printing and stationery	Indirect expenses
General expenses	Indirect expenses
Manufacturing wages	Direct expenses
Loan from others	Loan Liabilities
Bank loan	Loan Liabilities
Bank overdraft	Bank OD
Bills payable	Current Liabilities
Sundry creditors	Sundry creditors
Mortgage loans	Secured loans
Expense outstanding	Current Liabilities
Income received in advance	Current Liabilities
Other liabilities	Current Liabilities
Capital	Capital account
Drawings	Capital account
Cash in hand	Cash in hand
Cash at bank	Bank account
Fixed deposit at bank	Deposit
Investments	Investments
Bills receivable	Current asset
Sundry debtors	Sundry debtors
Closing stock	Stock in hand
Stock of stationery	Current asset
Loose tools	Fixed asset
Fixtures and fittings	Fixed asset

Furniture	Fixed asset
Motor vehicles	Fixed asset
Plant and machinery	Fixed asset
Fright charges	Direct expenses
Carriage inwards or Purchases	Direct expenses
Cartage and coolie	Direct expenses
Octroi	Direct expenses
Sundry expenses	Indirect expenses
Discount allowed	Indirect expenses
Carriage outwards or sales	Indirect expenses
Traveling expenses	Indirect expenses
Advertisement	Indirect expenses
Bad debts	Indirect expenses
Repair renewals	Indirect expenses
Motor expenses	Indirect expenses
Depreciation on assets	Indirect expenses
Interest on investment received	Indirect income
Interest on deposit received	Indirect income
Interest on loans received	Indirect income
Commission received	Indirect income
Discount received	Indirect income
Rent received	Indirect income
Land and building	Fixed asset
Leasehold property	Fixed asset
Patents	Fixed asset
Goodwill	Fixed asset
Prepaid expenses	Current asset
Income outstanding	Current asset

Creating a Single Ledger

Tally automatically creates two Ledger accounts namely, **Cash** (Under Cash-in- Hand) and **Profit and Loss Account** (direct Primary Account). We need to create all other accounts heads. There are no restrictions in Ledger creation except that we cannot create another **Profit & Loss A/c**. Any number of Cash Accounts may be created in any other name like **Petty Cash**.

Creating a Ledger Account with minimal information:

Go to *Gateway of Tally> Accounts Info. > Ledgers> Create (under Single Ledger)*

Name

Enter the Name of the account. We can provide the full name of the account. Tally fits it all in. Press Enter to move to the next field. Tally does not allow entry of duplicate names. The uniqueness check is made here itself.

Tally converts the first letter of all relevant words to upper case, which helps you; speed up data entry. You need not bother about changing the case every time it is a different word.

Alias

Enter an alias name if required. You can access the Ledgers using the original name or the alias name.

Under

All accounts must be classified under their appropriate **Groups**. Select the Group under which the Ledger is created from the **List of Groups**. To create a new Group from this field press **[ATL + C]**

A **Group** is not important by itself, but because it controls the usage of Ledger accounts. A wrong classification would affect the treatment of the Ledger account in final statements and during voucher entry.

We can, alter a Ledger account to change its group classification at any time. Refer for more details in Grouping.

Opening Balance

If it is an existing company whose books we are entering onto Tally, Opening Balance would be applicable in circumstances such as when the Ledger is an asset or a liability and if it has a balance in the account as on the date of beginning of books in Tally.

Tally-Voucher Types:

F4   Contra: Records funds transfer between cash and bank

accounts. Deposit into bank or Opened bank account

F5   Payment: Record all bank and cash payments.

F6   Receipt: Records all receipts into bank or cash accounts.

F7   Journal: Records adjustments between ledger accounts.

F8   Sales: Records all sales.

F9   Purchase: Records all purchase.

Class Room Assignment No.1:-

Create a company Milan Trade for the year 2009-10, and pass necessary Journal Entries

Journalize the following transactions

1. Commenced business with cash Rs.10, 000.
2. Deposit into bank Rs. 15,000
3. Bought office furniture Rs.3,000
4. Soled goods for cash Rs.2,500
5. Purchased goods form Mr X on credit Rs.2,000
6. Soled goods to Mr Y on credit Rs.3,000
7. Received cash form Mr. Y on account Rs.2,000
8. Paid cash to Mr X Rs. 1,000
9. Received commission Rs. 50
10. Received interest on bank deposit Rs. 100
11. Paid into bank Rs. 1,000
12. Paid for advertisement Rs.500
13. Purchased goods for cash Rs. 800
14. Sold goods for cash Rs. 1,500
15. Paid salary Rs. 500

TRIAL BALANCE IN TALLY

Trial Balance is a report of all account balances for the company sorted by groups, i.e., it is displayed in a grouped form, comprising main groups and their closing balances. You can see that the debit and credit balances match.

In Tally, the matching of the Trial Balance is a foregone conclusion since all voucher entries are in Debit - Credit format and must balance at the entry point.

To view the Trial Balance

Go to *Gateway of Tally > Display>Trial Balance*

Select **F1: Detailed** to break down the grouped information or simply drill down a Group for further detail.

The screen appears as shown

Gateway of tally-Account info-Ledger-Create Gateway of tally – Accounting voucher

Sl. No	Key	Voucher	Ledger	Group	Type of account	Principles	Amount
1	F6	Receipt	Cr. Capital	Capital account	Personal	Giver	10,000
			Dr. Cash	Cash in hand	Real	Comes in	10,000
2	F4	Contra	Cr. Cash	Cash in hand	Real	Goes out	15,000
			Dr. Bank	Bank account	Real	Comes in	15,000
3	F5	Payment	Dr. Office furniture	Fixed asset	Real	Comes in	3,000
			Cr. Cash	Cash in hand	Real	Goes out	3,000
4	F8	Sales	Dr. Cash	Cash in hand	Real	Comes in	2,500
			Cr. Sales	Sales account	Real	Goes out	2,500
5	F9	Purchase	Cr. X	Sundry creditor	Personal	Giver	2,000
			Dr. purchase	Purchase account	Real	Comes in	2,000
6	F8	Sales	Dr. Y	Sundry debtors	Personal	Receiver	3,000
			Cr. Sales	Sales account	Real	Goes out	3,000
7	F6	Receipt	Cr. Y			Giver	2,000
			Dr. cash	Cash in hand	Real	Comes in	2,000
8	F5	Payment	Dr. X			Receiver	1,000
			Cr. Cash	Cash in hand	Real	Goes out	1,000
9	F6	Receipt	Cr. Commission	Indirect income	Nominal	Credit all income	50
			Dr. cash	Cash in hand	Real	Comes in	50
10	F6	Receipt	Cr. Interest on bank deposit	Indirect income	Nominal	Credit all income	100
			Dr. Bank	Bank account	Real	Comes in	100
11	F4	Contra	Cr. Cash	Cash in hand	Real	Goes out	1,000
			Dr. Bank	Bank account	Real	Comes in	1,000
12	F5	Payment	Dr. Advertisement	Indirect expenses	Nominal	Debit all expenses	500
			Cr. Cash	Cash in hand	Real	Goes out	500
13	F9	Purchase	Cr. Cash	Cash in hand	Real	Goes out	800
			Dr. purchase Cr cash	Purchase account	Real	Comes in	800
14	F8	Sales	Dr. cash	Cash in hand	Real	Comes in	1,500
			Cr. Sales	Sales account	Real	Goes out	1,500
15	F5	Payment	Dr. salary	Indirect expense	Nominal	Debit all expenses	500
			Cr. Cash	Cash in hand	Real	Goes out	500

Lab Assignment No.1 :-

Create a company 'InfoSoft Pvt. Ltd.' On 1-4-

2006. Pass the Journal Entry for the following

transactions:-

1. Commenced business with Rs. 15000, goods of Rs. 3000 & Building Rs. 12000.
2. Purchase goods for Rs. 1000.
3. Sold goods to Pallavi for Rs. 15000.
4. Sold goods for Rs. 2000.
5. Paid office rent Rs. 200.
6. Paid cash to Dhanashi Rs. 500.
7. Received Commission Rs. 100.
8. Returned goods by Pallavi of Rs. 150.
9. Withdrawn Rs. 2000 for personal use.
10. Purchase Furniture for Rs. 10000.
11. Borrowed from Bank Rs. 8000.
12. Paid carriage on behalf of Sudesh Rs. 30.
13. Sold Building of Rs. 8000 for Rs. 7500.
14. Depreciation charged on all the assets @ 5% p.a.
15. Repaid loan to bank Rs. 3400.
16. Goods purchase from Kanji worth Rs. 1500.
17. Purchase Motor Car worth Rs. 8000 in exchange of Furniture worth Rs. 10000.
18. Sold half of the goods purchase from Kanji to Kalidas, getting profit of Rs. 15 on each Rs. 100.

Class Room Assignment No.2:-

Create a company 'M/S Albert & Brothers' for the year 01.04.2006 and books beginning from 01.05.2006 and pass the transactions considering the following

2006

May 1	Albert starts business with Rs. 50,000. He opens a bank account and deposits Rs. 20,000.
May 1	Bought furniture for Rs. 5,000, machinery for Rs. 10,000.
May 2	Purchased goods for Rs. 14,000.
May 31	Sold goods for Rs. 8,000.
May 31	Purchased goods from Malhotra & Co. Rs. 11,000.
June 1	Paid telephone rent for the year by cheque Rs. 500.
June 1	Bought one typewriter for Rs. 2,100 from 'Universal Typewriter Co.' on credit.
June 2	Sold goods to Keshav Ram for Rs. 12,000.
July 1	Sold goods to Rajesh Kumar for Rs. 2,000 cash.
July 1	Amount withdrawn from bank for personal use Rs. 1,500.
July 2	Received cash from Keshav Ram Rs. 11,900 and discount allowed Rs. 100.
July 31	Paid into bank Rs. 5,800.
July 31	Bought 50 shares in X Y & Co. Ltd. At Rs. 60 per share, brokerage paid Rs. 20.
Aug 1	Goods worth Rs. 1,000 found defective were returned to Malhotra & Co. and balance of the amount due to them settled by issuing a cheque in their favour.
Aug 1	Sold 20 shares of X Y & Co. Ltd. at Rs. 65 per share, brokerage paid Rs. 20.
Aug 2	Bought goods worth Rs. 2,100 from Ramesh and supplied them to Suresh at Rs. 3,000.
Aug 2	Suresh returned goods worth Rs. 100, which in turn were sent to Ramesh.
Aug 31	Issued a cheque for Rs. 1,000 in favour of landlord for rent.
Aug 31	Paid salaries to staff Rs. 1,500 & received from travelling salesman Rs. 2,000 for goods sold by him, travelling expenses Rs. 100.

Lab Assignment No. 2.1:-

Create a Company by name "Khanna Sons" for the year 2007-08, prepare following ledgers and pass necessary entries

1. Commenced business with cash Rs.10, 000, as on 1/4/2007

2. Deposit into bank Rs. 15,000 on 2/4/2007

3. Bought office furniture Rs.3,000 on 2/4/2007

4. Sold goods for cash Rs.2,500 on 1/5/2007

5. Purchased goods form Mr X on credit Rs.2,000 on 2/5/2007

6. Sold goods to Mr Y on credit Rs.3,000 on 31/5/2007

7. Received cash form Mr. Y on account Rs.2,000 on 1/6/2007

8. Paid cash to Mr X Rs. 1,000 on 2/6/2007

9. Received commission Rs. 50 on 2/6/2007

10. Received interest on bank deposit Rs. 100 on 1/7/2007

11. Paid into bank Rs. 1,000 on 2/7/2007

12. Paid for advertisement Rs.500 on 31/7/2007

13. Purchased goods for cash Rs. 800 on 1/8/2007

14. Sold goods for cash Rs. 1,500 on 2/8/2007

15. Paid salary Rs. 500 on 31/8/2007

Lab Assignment No.2.2:-

Create a company in the name of Raj Traders for the year ended 01.04.1998 and books beginning from 01.07.1998 and pass the transactions considering the following:-

Ledgers to be created:- 1) Purchase Account 2) Sales Account 3) Bank Account & Respective parties Accounts, pass the entry in Voucher mode.

(a) On 01.07.1998 purchased goods worth Rs. 1,00,000/- from **Mafatlal Industries Ltd.**

(b) On 02.07.1998 sold goods worth Rs. 40,000/- to **Rakesh Mills.**

(c) On 31.07.1998 received Rs. 25,000/- from Rakesh Mills.

(d) Sold goods worth Rs. 50,000/- to **Anil Textiles** on 02.08.1998.

(e) Received Rs. 40,000/- from Anil Textiles on 31.08.1998.

(f) On 01.09.1998 paid Rs. 50,000/- to Mafatlal Industries Ltd.

(g) Purchased goods worth Rs. 80,000/- each from **Arvind Mills** and **Vimal** on 02.08.1998.

(h) On the same day sold goods worth Rs. 40,000/- each to **Vikas Sales Agency** and Rakesh Mills.

(i) Received Rs. 30,000/- each from Rakesh Mills and Vikas Sales Agency.

(j) On 31.08.1998 paid Rs. 25,000/- each to Arvind Mills and Vimal.