

**SGK GOVERNMENT DEGREE COLLEGE**  
**VINUKONDA, PALNADU DISTRICT**



**Certificate Course on Tally Erp.9**

**07-March-2023 to 20-April-2023**

**CONDUCTED BY**

**Department of Commerce**

## 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:

- To impart subject knowledge through higher order learning
- To adopt innovative pedagogical strategies using ICT in teaching, learning process.
- 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

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## About the Certificate Course

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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.

## BROCHURE

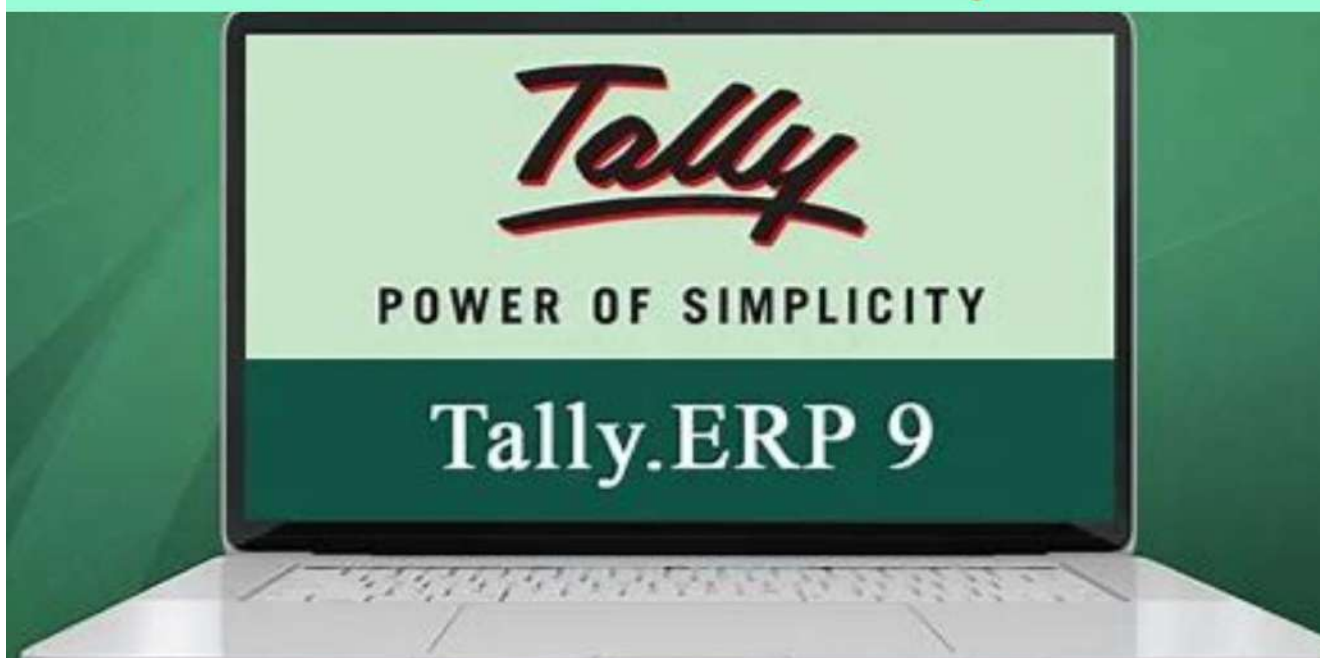


**SGK GOVERNMENT DEGREE COLLEGE**  
VINUKONDA, PALNADU DISTRICT-522647



# Department of Commerce

## Certificate Course On Tally.ERP 9



**07-MARCH-2023 TO 20-APRIL-2023**

**REGISTER NOW**

### **List of Students Registered**

<b>S.No</b>	<b>Course</b>	<b>HT.NO</b>	<b>Name of the Student</b>	<b>Gender</b>
1	B.Com(CA)	Y217099024	SHAIK VALIYABI	F
2	B.Com(Gen)	Y212099017	MANDA ANITHA	F
3	B.Com(CA)	Y217099022	REDDIBOINA SANTHA KUMARI	F
4	B.Com(CA)	Y217099015	MEKALA LAKSHMAMMA	F
5	B.Com(CA)	Y217099006	GANJERUPALLI ANJALI	F
6	B.Com(CA)	Y217099008	GUDIPUDI VENKATA LAKSHMI	F
7	B.Com(Gen)	Y212099019	MANDA MARIA LEELA	F
8	B.Com(CA)	Y217099020	NEMALIKANTY RAMYA	F
9	B.Com(CA)	Y217099023	REDDYBOYINA JOYCEMARY	F
10	B.Com(Gen)	Y212099008	CHITTEMSETTY PRASANTHI	F
11	B.Com(Gen)	Y212099036	PAPASANI POOJA	F
12	B.Com(Gen)	Y212099037	PAPPURI NISSYGRACE	F
13	B.Com(Gen)	Y212099040	SAMPENGULA JHANSI	F
14	B.Com(Gen)	Y212099029	NALI RADHIKA	F
15	B.Com(CA)	Y212099042	SHAIK JANI BASHA	M
16	B.Com(Gen)	Y212099002	BANDA HUSSEN VALI	M
17	B.Com(CA)	Y217099026	TELAPROLU SATISH BABU	M
18	B.Com(Gen)	Y212099011	GADDAM MARIYA BABU	M
19	B.Com(CA)	Y217099009	JONNALAGADDA CHANDRA	M
20	B.Com(CA)	Y217099027	TUMATI UPENDRA GOPICHAND	M



**List of Student with Signatures**

S.No	Name of the Student	Group	Signature of the Student
1	SHAIK VALIYABI	B.Com(CA)	SK-Valiyabi
2	MANDA ANITHA	B.Com(Gen)	M.Anitha
3	REDDIBOINA SANTHA KUMARI	B.Com(CA)	R.Santha Kumari
4	MEKALA LAKSHMAMMA	B.Com(CA)	M.Lakshmamma
5	GANJERUPALLI ANJALI	B.Com(CA)	G. Anjali
6	GUDIPUDI VENKATA LAKSHMI	B.Com(CA)	G.Venkata lakshmi
7	MANDA MARIA LEELA	B.Com(Gen)	m. maria leela
8	NEMALIKANTY RAMYA	B.Com(CA)	N. Ramya
9	REDDYBOYINA JOYCEMARY	B.Com(CA)	R. Joycemary
10	CHITTEMSETTY PRASANTHI	B.Com(Gen)	ch. prasanthi
11	PAPASANI POOJA	B.Com(Gen)	P. pooja.
12	PAPPURI NISSYGRACE	B.Com(Gen)	P. NISSYGRACE
13	SAMPENGULA JHANSI	B.Com(Gen)	S. Jhansi
14	NALI RADHIKA	B.Com(Gen)	N. Radhika
15	SHAIK JANI BASHA	B.Com(CA)	SK. Janibasha
16	BANDA HUSSEN VALI	B.Com(Gen)	B. HUSSENVALI
17	TELAPROLU SATISH BABU	B.Com(CA)	T. Satishbabu
18	GADDAM MARIYA BABU	B.Com(Gen)	G. mariya babu
19	JONNALAGADDA CHANDRA	B.Com(CA)	J. chandra
20	TUMATI UPENDRA GOPICHAND	B.Com(CA)	T. U.Gopichand

## Attendance Sheets

## Attendance Register

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## Detailed Pedagogical Plan

Day	Period	Time	Topic	Taken By
07/03/2023	6	4pm to 5pm	Introduction About Tally	Sri. M.Jagadeesh
09/03/2023	6	4pm to 5pm	Installation of Tally Software	Sri. K.Koteswararao
10/03/2023	6	4pm to 5pm	Opening of Tally Software	Sri. K.Koteswararao
13/03/2023	6	4pm to 5pm	Types of Accounts	Sri. K.Koteswararao
14/03/2023	6	4pm to 5pm	Golden Rules of Accounting	Sri. M.Jagadeesh
15/03/2023	6	4pm to 5pm	Accounting Principles	Sri. M.Jagadeesh
16/03/2023	6	4pm to 5pm	Concepts and Conventions	Sri. M.Jagadeesh
17/03/2023	6	4pm to 5pm	Double Entry Book Keeping	Sri. K.Koteswararao
18/03/2023	6	4pm to 5pm	Mode of Accounting	Sri. M.Jagadeesh
20/03/2023	6	4pm to 5pm	Financial Statements	Sri. K.Koteswararao
21/03/2023	6	4pm to 5pm	Recording Transactions	Sri. K.Koteswararao
23/03/2023	6	4pm to 5pm	Getting Functional with Tally	Sri. M.Jagadeesh
24/03/2023	6	4pm to 5pm	Features Of Tally	Sri. M.Jagadeesh
25/03/2023	6	3pm to 5pm	Start Tally	Sri. K.Koteswararao
27/03/2023	6	4pm to 5pm	Create and Alter a Company	Sri. K.Koteswararao
31/03/2023	6	4pm to 5pm	Company Creation Lab	Sri. K.Koteswararao
01/04/2023	6	4pm to 5pm	Creating Sub Groups	Sri. M.Jagadeesh
03/04/2023	6	4pm to 5pm	Display, Deleting Groups	Sri. M.Jagadeesh
04/04/2023	6	4pm to 5pm	Groups Creation Lab	Sri. M.Jagadeesh
06/04/2023	6	4pm to 5pm	Ledger Creation	Sri. K.Koteswararao
10/04/2023	6	4pm to 5pm	Ledger Creation Lab	Sri. K.Koteswararao
11/04/2023	6	3pm to 5pm	F11: Features -F12: Configurations	Sri. K.Koteswararao
12/04/2023	6	4pm to 5pm	Chart of Accounts -Creation	Sri. M.Jagadeesh
13/04/2023	6	4pm to 5pm	Displaying and Altering charts	Sri. M.Jagadeesh
15/04/2023	6	4pm to 5pm	Practice in Lab	Sri. K.Koteswararao
17/03/2023	6	4pm to 5pm	Tally Security- Audit	Sri. M.Jagadeesh
18/03/2023	6	4pm to 5pm	Back-up of data and Restoring	Sri. K.Koteswararao
19/03/2023	6	4pm to 5pm	Practice in Lab	Sri. M.Jagadeesh
20/03/2023	6	4pm to 5pm	Practice in Lab	Sri. K.Koteswararao
21/03/2023	6	3pm to 5pm	Practice in Lab	Sri. K.Koteswararao
22/03/2023	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)**

**Question Paper for Practical Examination**

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

**Time: 1.00**

**Max. Marks: 20**

**Part-A**

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❖ **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

S.No	Name of the Student	Theory (30M)	Practical(20M)	Total(50M)	Result Pass/Fail
1	SHAIK VALIYABI	29	20	49	PASS
2	MANDA ANITHA	26	20	46	PASS
3	REDDIBOINA SANTHA KUMARI	28	20	48	PASS
4	MEKALA LAKSHMAMMA	28	20	48	PASS
5	GANJERUPALLI ANJALI	29	20	49	PASS
6	GUDIPUDI VENKATA LAKSHMI	29	20	49	PASS
7	MANDA MARIA LEELA	24	18	42	PASS
8	NEMALIKANTY RAMYA	29	20	49	PASS
9	REDDYBOYINA JOYCEMARY	29	20	49	PASS
10	CHITTEMSETTY PRASANTHI	28	20	48	PASS
11	PAPASANI POOJA	27	19	46	PASS
12	PAPPURI NISSYGRACE	27	20	47	PASS
13	SAMPENGULA JHANSI	26	19	45	PASS
14	NALI RADHIKA	27	19	46	PASS
15	SHAIK JANI BASHA	29	20	49	PASS
16	BANDA HUSSEN VALI	26	19	45	PASS
17	TELAPROLU SATISH BABU	29	20	49	PASS
18	GADDAM MARIYA BABU	24	18	42	PASS
19	JONNALAGADDA CHANDRA	29	20	49	PASS
20	TUMATI UPENDRA GOPICHAND	23	18	41	PASS





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**Brief Report**

Department of Commerce organized a certificate course “**Tally erp9**”. The duration of the course is one month (30 hours) and the course was conducted from **07-03-2023 to 21-04-2023**. This course is designed for people who want to learn the knowledge and skills they need to work as an Accountant. **20** students of II **B.Com** registered in the course. During the course students are evaluated using assignment, Practical's, and final exam. All the **20** students successfully completed the course and received certificates for completion.



Estd:1981

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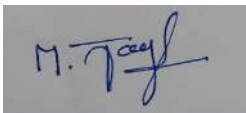
**MEKALA LAKSHMAMMA, B.Com(CA)**

Student of SGK Govt. Degree College, Vinukonda.

for completed and passed the **CERTIFICATE COURSE IN TALLY.ERP 9** during

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Conducted by Department of Commerce, SGK Govt. Degree College, Vinukonda



CONVENER



(K. Srinivasa Rao).

PRINCIPAL



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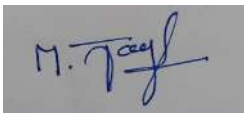
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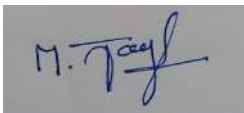
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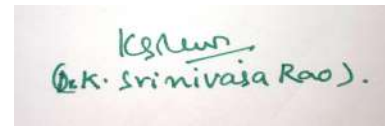
This Certificate is awarded to  
**JONNALAGADDA CHANDRA, B.Com(CA)**  
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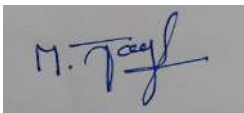
PAPASANI POOJA, B.Com(Gen)

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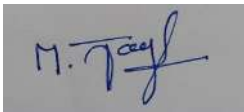
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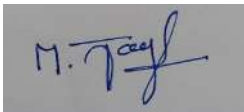
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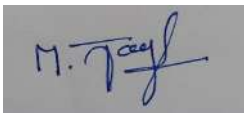
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This Certificate is awarded to  
**TUMATI UPENDRA GOPICHAND, B.Com(CA)**  
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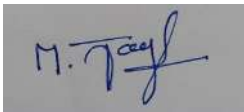
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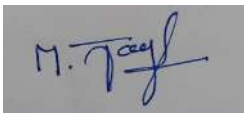
MANDA MARIA LEELA, B.Com(Gen)

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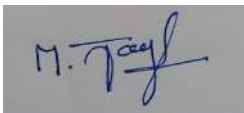
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Conducted by Department of Commerce, SGK Govt. Degree College, Vinukonda



CONVENER



(K. Srinivasa Rao).

PRINCIPAL



Estd:1981

# SGK GOVERNMENT DEGREE COLLEGE VINUKONDA

(Affiliated to Acharya Nagarjuna University, Guntur)

Palnadu District, Andhra Pradesh, India-522647

## CERTIFICATE

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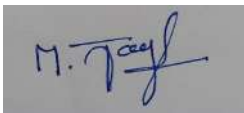
**REDDYBOYINA JOYCEMARY, B.Com(CA)**

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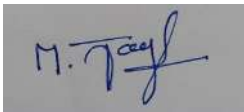
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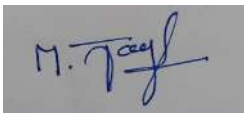
**SAMPENGULA JHANSI, B.Com(Gen)**

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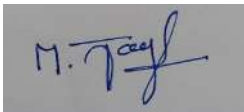
MANDA ANITHA, B.Com(Gen)

Student of SGK Govt. Degree College, Vinukonda.

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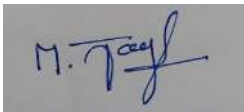
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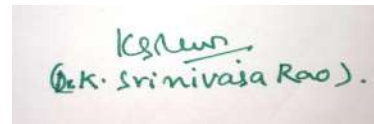
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**GANJERUPALLI ANJALI, B.Com(CA)**  
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