

HINDU COLLEGE GUNTUR



DEPARTMENT OF COMMERCE

B.COM COMPUTERS

ADD ON COURSE ON TALLY

05 – March-2022 to 27 May 2022





Ph:0863-2227649

HINDU COLLEGE, GUNTUR – 522 003

(Re-accredited by NAAC as Grade 'A' with CGPA 3.07)
Main Road, Opp. Sri Venkateswara Vignan Mandir, Guntur

Date: 28/02/2022

To
The Principal
Hindu College
Guntur

Through IQAC Coordinator

Respected Sir,

The department of Commerce is willing to conduct an add on course for B.Com final year students on Tally with the understanding of Tally Institute of Learning. We would like to conduct the course from March 4th 2022. With daily 2 hours classes between 3:00 PM to 5:00 PM.

So we request you to give permission to conduct the course

P.M.S
28/2/22

PRINCIPAL
HINDU COLLEGE
GUNTUR

I. Santhilatha
Yours Sincerely 18/3/2022

I. Santhilatha

HOD, Department of Commerce

B.Com Computers

Hindu College, Guntur

Tally Essential Level 1

Chapter 1: Fundamentals of Accounting

- 1.1 Introduction
 - 1.1.1 Meaning of Accounting
- 1.2 Terminologies used in Accounting
- 1.3 Concepts of Accounting
- 1.4 Double Entry System of Accounting
 - 1.4.1 Uses of Debit and Credit
 - 1.4.2 Rules of Debit and Credit
- 1.5 Golden Rules of Accounting
- 1.6 Recording of Business Transactions
 - 1.6.1 Journalising Transactions
- 1.7 Trial Balance
- 1.8 Financial Statements
 - 1.8.1 Trading Account
 - 1.8.2 Profit & Loss Account
 - 1.8.3 Balance Sheet
- 1.9 Subsidiary Books & Control Accounts
 - 1.9.1 Cash Book
 - 1.9.2 Petty Cash Book
 - 1.9.3 Purchase (Journal) Book
 - 1.9.4 Purchases Return (Journal) Book
 - 1.9.5 Sales (Journal) Book
 - 1.9.6 Sales Return (Journal) Book
 - 1.9.7 Journal Proper
 - 1.9.8 Control Accounts
- 1.10 Depreciation
 - 1.10.1 Methods for Depreciation
 - 1.10.2 Preparation of Depreciation schedule
- 1.11 Computerised Accounting
 - 1.11.1 Advantages of computerised accounting
 - 1.11.2 Accounting Structure for computerised accounting

Conclusion

Key Takeaways

Practice Exercises

Chapter 2: Introduction to TallyPrime

- 2.1 Introduction
- 2.2 Features of TallyPrime
- 2.3 Downloading and Installation of TallyPrime
- 2.4 Types of Licenses in TallyPrime
- 2.5 Activate New License
- 2.6 Reactivate License in TallyPrime
- 2.7 Use License from Network in a Multiuser Environment
- 2.8 Working TallyPrime in Educational Mode
- 2.9 Company Creation and Setting up Company Features in TallyPrime
- 2.10 Getting Started with TallyPrime
 - 2.10.1 Navigating from Anywhere to Anywhere in TallyPrime
- 2.11 F12 Configuration in TallyPrime
- 2.12 Alter Company Details

2.13 Shut the Company

Conclusion

Key Takeaways

Practice Exercises

Chapter 3: Maintaining Chart of Accounts

3.1 Introduction
3.2 Chart of Accounts
3.3 Creation of Masters in TallyPrime
 3.3.1 Accounting Masters
 3.3.2 Inventory Masters
3.4 Alteration of Masters in TallyPrime
3.5 Deletion of Masters in TallyPrime
3.6 Multi-Masters Creation and Display of Chart of Accounts
 3.6.1 Multi Groups Creation
 3.6.2 Multi Ledgers Creation
 3.6.3 Multi Stock Groups Creation
 3.6.4 Multi Stock Items Creation
Conclusion
Key Takeaways
Shortcut Keys
Practice Exercises

Chapter 4: Recording and Maintaining Accounting Transactions

4.1 Introduction
4.2 Recording Transactions in Tally
4.3 Recording Accounting Vouchers in TallyPrime
 4.3.1 Receipt Voucher (F6)
 4.3.2 Contra Voucher (F4)
 4.3.3 Payment Voucher (F5)
 4.3.4 Purchase Voucher (F9)
 4.3.5 Sales Voucher (F8)
 4.3.6 Debit Note Voucher (Alt+F5)
 4.3.7 Credit Note Voucher (Alt+F6)
 4.3.8 Journal Voucher (F7)
Conclusion
Key Takeaways
Shortcut Keys
Practice Exercises

Chapter 5: Banking

5.1 Introduction
5.2 Banking Payments
5.3 Cheque Printing
 5.3.1 Single Cheque Printing
 5.3.2 Multi Cheque Printing
5.4 Deposit Slip
 5.4.1 Cheque Deposit Slip
 5.4.2 Cash Deposit Slip
5.5 Payment Advice
5.6 Bank Reconciliation
 5.6.1 Manual Bank Reconciliation
 5.6.2 Auto Bank Reconciliation
Conclusion
Key Takeaways
Shortcut Keys
Practice Exercises

Chapter 6: Generating Financial Statements and MIS Reports

6.1 Introduction

6.2 Final Accounts Reports in Tally

6.2.1 Trial Balance

6.2.2 Profit and Loss Account

6.2.3 Balance Sheet

6.2.4 Cash Flow & Fund Flow Analysis Report

6.2.5 Receipts and Payments

6.3 MIS Reports in Tally

6.3.1 Stock Summary Analysis

6.3.2 DayBook

6.3.3 Cash and Bank Book

6.3.4 Purchase Register

6.3.5 Sales Register

6.3.6 Journal Register

6.4 Bird's eye view/Drill down display from anywhere to anywhere

Conclusion

Key Takeaways

Shortcut keys

Practice Exercises

Chapter 7: Data Security

7.1 Introduction

7.2 Security Control

7.3 Activation of Security Control

7.4 Creation of Security Levels (User Roles)

7.5 Creation of Users And Passwords for Company

7.6 Accessing the company using Security Levels

7.7 Auto Login

7.8 TallyVault

Conclusion

Key Takeaways

Shortcut Keys

Practice Exercises

Chapter 8: Company Data Management

8.1 Introduction

8.2 Backup of Company Data

8.3 Restoring of Company Data

8.4 Company Data Repair

8.5 Migration of Tally.ERP 9 Company Data to TallyPrime

Conclusion

Key Takeaways

Shortcut Keys

Practice Exercises

Chapter 9: Goods and Services Tax

9.1 Introduction

9.1.1 Why GST?

9.1.2 GST Tax Structure

9.1.3 Determination of Tax

9.1.4 GST Registration

9.1.5 Managing HSN CODE/SAC

9.1.6 GST Rate Structure

9.1.7 Supply of Goods and Services

9.1.8 Invoicing

9.1.9 Input Tax Credit

9.1.10 E-Way Bill

9.2 GST in TallyPrime

9.2.1 Creation of Company and Activating GST at Company Level

9.2.2 Introducing Capital into the Business

9.2.3 Creation of Masters in TallyPrime

9.3 Recording GST compliant transactions

9.3.1 Accounting Intrastate Supply of Goods

9.3.2 Accounting Interstate Supply of Goods

9.4 Input Tax Credit Set Off against Liability

9.5 GST Tax Payment

9.5.1 Timeline for payment of GST

9.5.2 Modes of Payment

9.5.3 Challan Reconciliation

9.6 Generating GST Returns for Regular Dealer in Tally

9.6.1 GSTR-1

9.6.2 GSTR-3B

9.6.3 GSTR-9 – GST Annual Computation

Conclusion

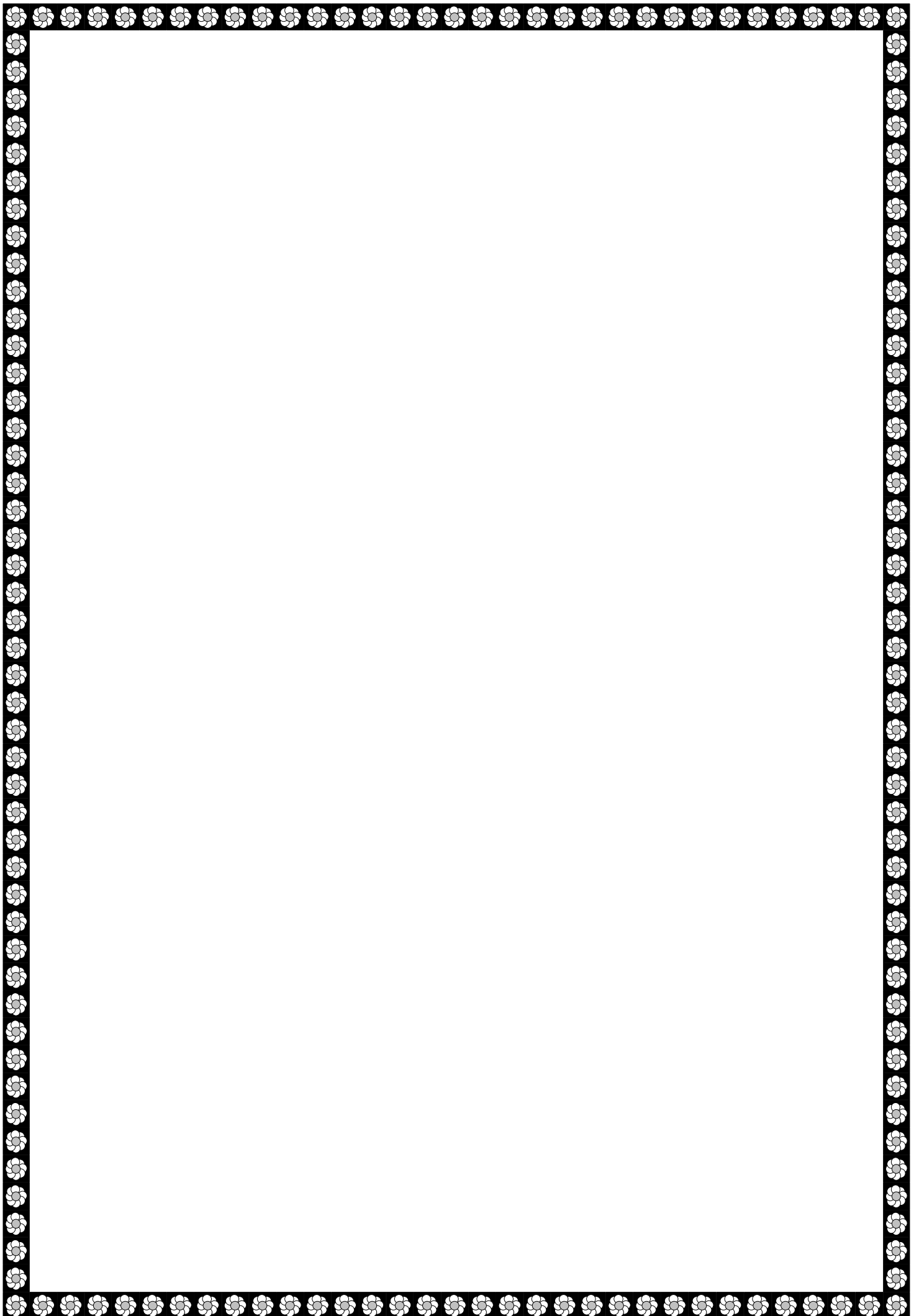
Key Takeaways

Shortcut Keys

Practice Exercises

Key Answers for Practice Exercises

Business Case Studies-1





Certificate of Merit

This certificate is awarded to

Kelam Mounika

Son/Daughter of

Kelam Markandeyulu

for successfully completing

TallyEssential Level 1

and securing Grade A⁺

Place of Issue: Bengaluru
Date Certified: 26-Jul-2022
Release: Prime 2.0


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Tally Education Pvt. Ltd.

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Tally Education Pvt. Ltd., a subsidiary of Tally Solutions, is the only entity authorised to issue certifications on Computerised Accounting with Tally.

This Certificate can be verified at www.tallyeducation.com



Certificate of Merit

This certificate is awarded to

Konda Vijaya Rami Reddy

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K.Venkatareddy

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Mirapalli Sriveni

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This certificate is awarded to

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PREM KUMAR

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Nandhyala Gopi

Son/Daughter of

N.Venkata Sreenu

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Certificate of Merit

This certificate is awarded to

Palaparthi Koteswararao

Son/Daughter of

P.Samelu

for successfully completing

TallyEssential Level 1

and securing Grade A

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Certificate of Merit

This certificate is awarded to

Pullamsetty Bhargavi

Son/Daughter of

P.Srinivas Rao

for successfully completing

TallyEssential Level 1

and securing Grade A

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Certificate No: **906342102**

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Certificate of Merit

This certificate is awarded to

Rajolu Rasi

Son/Daughter of

R.Ramu

for successfully completing

TallyEssential Level 1

and securing Grade B

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Certificate of Merit

This certificate is awarded to

Repudi Nagendra Babu

Son/Daughter of

R.yesaiah

for successfully completing

TallyEssential Level 1

and securing Grade B

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Certificate of Merit

This certificate is awarded to

Rokkam Neeladri

Son/Daughter of

Rokkam SethuRam

for successfully completing

TallyEssential Level 1

and securing Grade A⁺

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Certificate No: 903342087

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Certificate of Merit

This certificate is awarded to

Sana Rajasekhar Reddy

Son/Daughter of

S.Siva Reddy

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Institute Name:
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Certificate of Merit

This certificate is awarded to

Sanketha.Vamsi Krishana

Son/Daughter of

S.Prabhu Reddy

for successfully completing

TallyEssential Level 1

and securing Grade A

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Bhuvaneshwari B
Chief Executive Officer
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Certificate No: 904342095

Institute Name:
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Certificate of Merit

This certificate is awarded to

Sanku Nagalakshmi

Son/Daughter of

S.Prasad

for successfully completing

TallyEssential Level 1

and securing Grade A

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Date Certified: 26-Jul-2022
Release: Prime 2.0

Bhuvaneshwari B
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Tally Education Pvt. Ltd.

Certificate No: **906342066**

Institute Name:
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Certificate of Merit

This certificate is awarded to

Shaik Bilal

Son/Daughter of

SK.Meherun

for successfully completing

TallyEssential Level 1

and securing Grade A

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Bhuvaneshwari B
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Tally Education Pvt. Ltd.

Certificate No: **900342081**

Institute Name:
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Certificate of Merit

This certificate is awarded to

Sure SriEswara Sai Venkata Vinay

Son/Daughter of

S.Venkata Ramana

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Bhuvaneshwari B
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Tally Education Pvt. Ltd.

Certificate No: 908342064

Institute Name:
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Certificate of Merit

This certificate is awarded to

Tallam Loknath Venkata Sairam

Son/Daughter of

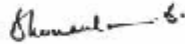
T.Ramesh

for successfully completing

TallyEssential Level 1

and securing Grade A

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Bhuvaneshwari B
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Tally Education Pvt. Ltd.

Certificate No: **900342072**
Institute Name:
HINDU COLLEGE

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Certificate of Merit

This certificate is awarded to

Udata Mabu Subhani

Son/Daughter of

U.Baji Babu

for successfully completing

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Place of Issue: Bengaluru
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Bhuvaneshwari B
Chief Executive Officer
Tally Education Pvt. Ltd.

Certificate No: 903342096

Institute Name:

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Certificate of Merit

This certificate is awarded to

Avvari Hemanth

Son/Daughter of

A.VVASS Murthy

for successfully completing

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and securing Grade A

Place of Issue: Bengaluru
Date Certified: 26-Jul-2022
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Bhuvaneshwari B
Chief Executive Officer
Tally Education Pvt. Ltd.

Certificate No: 907342065

Institute Name:
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Certificate of Merit

This certificate is awarded to

Chalamcharla Venu

Son/Daughter of

CH.Mohanrao

for successfully completing

TallyEssential Level 1

and securing Grade B

Place of Issue: Bengaluru
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Bhuvaneshwari B
Chief Executive Officer
Tally Education Pvt. Ltd.

Certificate No: **900342063**

Institute Name:
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Certificate of Merit

This certificate is awarded to

Cherukuri Elisha Babu

Son/Daughter of

CH.Showry

for successfully completing

TallyEssential Level 1

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Bhuvaneshwari B
Chief Executive Officer
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Certificate No: 905342085

Institute Name:
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Certificate of Merit

This certificate is awarded to

Gajulavarthi Jeevan

Son/Daughter of

G.James

for successfully completing

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and securing Grade A

Place of Issue: Bengaluru
Date Certified: 26-Jul-2022
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Bhuvaneshwari B
Chief Executive Officer
Tally Education Pvt. Ltd.

Certificate No: 908342073

Institute Name:
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Certificate of Merit

This certificate is awarded to

Gunti Smily

Son/Daughter of

G.Babu Rao

for successfully completing

TallyEssential Level 1

and securing Grade A

Place of Issue: Bengaluru
Date Certified: 26-Jul-2022
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Bhuvaneshwari B
Chief Executive Officer
Tally Education Pvt. Ltd.

Certificate No: 903342069

Institute Name:

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Certificate of Merit

This certificate is awarded to

Kancharla Bharat Ashok Kumar

Son/Daughter of

K.Markandeyulu

for successfully completing

TallyEssential Level 1

and securing Grade **A⁺**

Place of Issue: Bengaluru
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Release: Prime 2.0

Bhuvaneshwari B
Chief Executive Officer
Tally Education Pvt. Ltd.

Certificate No: **908342100**

Institute Name:

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