



HINDU COLLEGE - GUNTUR

DEPARTMENT OF COMMERCE

ADD ON COURSE FILE ON TALLY

01-09-2017 TO 31-10-2017

HINDU COLLEGE- GUNTUR

DEPARTMENT OF COMMERCE

LIST OF STUDENTS FOR TALLY CERTIFICATE PROGRAMME - 2017-2018

S.N	NAME OF THE STUDENT	SIGNATURE
1	A.MARKENDEYULU	Markendeyulu
2	V.GOPINATH REDDY	Gopinath
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6	SK.RESHMA	Sk. Reshma
7	P.SUNITHA	P. Sunitha
8	SK.KALEEM	Sk. Kaleem
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10	D.V.A.NARASHIMA RAJU	P. Balaram
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14	B.VISHNUVARAMA	B. Vishnu
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16	D.VIJAY KUMAR	D. Vijay Kumar
17	G.KOTESWARA RAO	G. Koteswara Rao
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19	K.VENKATESWARARAO	K. Venkateswararao
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22	V.RAVI	V. Ravi
23	N.SRINIVASA	N. Srinivas
24	P.DINESH	P. Dinesh
25	G.NARESH	P. Grace Aruna
26	P.GRACE ARUNA	P. Grace Aruna
27	G.VENKATESH	G. Venkatesh
28	VASAVI	VASAVI
29	VARALAKSHMI	Varalakshmi
30	T.SRINIVASU	T. Srinivasu

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

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CERTIFICATE COURSE
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PAPER: TALLY

MARKS: 50

ANSWER THE FOLLOWING QUESTIONS

1. What are the most important features of Tally software?
2. What are the types of ledgers that can be created in Tally?
3. What falls under Intangible Assets?
4. How to create multiple ledgers in Tally
5. How to create debit note in tally

Scheme of Valuation

1. What are the most important features of Tally software?

Most important features of Tally software. ...

- Financial Management. ...
- Tax and Compliance. ...
- Budgeting. ...
- Inventory Management. ...
- Sales and Purchase Management. ...

2. What are the types of ledgers that can be created in Tally?

- Purchases & Sales
- Income and Expense Ledger. ...
- Party Ledger. ...
- Tax Ledger. ...
- Bank Account. ...
- Current Liabilities and Assets.

3. What is Intangible Asset?

An intangible asset is an identifiable non-monetary asset without physical substance. Such an asset is identifiable when it is separable, or when it arises from contractual or other legal rights. Separable assets can be sold, transferred, licensed, etc.

4. How to create multiple ledgers in Tally

1. Go to Gateway of Tally > Accounts Info. > Ledgers > Multiple ledgers > Create.
2. Selects All Items or the required group under which you want to create the ledger.

5. How to create debit note in tally

Debit Note can be entered in voucher or invoice mode. Gateway of Tally > Vouchers > press F10 (Other Vouchers) > type or select Debit Note > and press Enter.

Class Lecturer



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CERTIFICATE of merit

This certificate is awarded to

Mr./Ms. *V. Gopinadth Reddy from Hindu College*

who has successfully completed the course of

Tally – ERP - Essentials

during *September' 2017* to *October' 2017*

for the Academic year 2017 – 18



15th October' 2017

CERTIFICATION DATE

A. Tejawar
DIRECTOR

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