

	HINDU COLLEGE - 0	GUNUTR
	DEPARTMENT OF CO	MMERCE
	LIST OF STUDENTS FOR TALLY CERTIFIC	CATE PROGRAM - 2021-2022
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2	G.Smily	G. Smily
3	N.Gopi	G. GOP
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5	A.Hemanth	A. Hemanth
6	B.Bhargavi	B. phangain
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8	D.Venkata Kumar	D. venkata kumar
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4 I	D.Sravani	D Sonavant
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8 K	C.Chandra Sekhar	k. chandrasekhar
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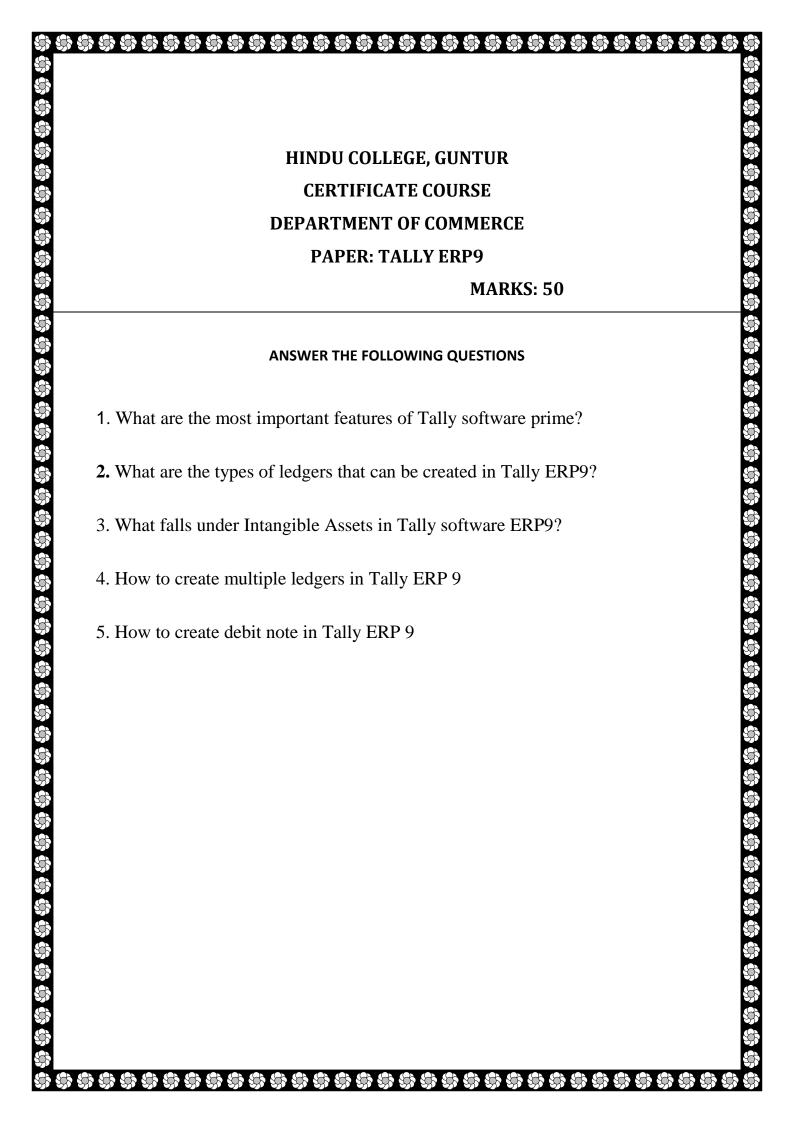
27 28	IG.Chandra Durga Kao	S S S S S S S S S S S S S S S S S S S
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30		M. Souveni K. Bharal ashok burn
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33	Ch.Elisha Babu	ch. Elisha babu
34	S.Vamsi Krishna	S. Varnsi krishna

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

	2.12 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
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L	Chapter 4: Recording and Maintaining Accounting Transactions
	4.1 Introduction4.2 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
F	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
	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
	7.0 Accessing the company using security Levels 7.7 Auto Login
	7.7 Adio 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

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	9.1.5 Managing HSN CODE/SAC	
3	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	



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.

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3	N.Gopi	X	×	X	X	x	X	Charles and	X	V.	X		X	X	X	X	X		X	X	X	
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7	D.Venkata Kumar	×	X	X		X	X	X	Ž.	X	7	X	X	X	X	X	×	X		X	X	
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12	S.Nagalakshmi	X	X	X		-	X	X	×	X	4	X	×	X	X	×	X	X		×	4	
13	D.Sravani	X	X	X	×	x	X	X	7	1	X	×	X	150	1	×	X	1 3	()	-	VX	4
14	R Nagendra Babu	X	×	×	×	^	X.	X	X	X	X	X	×	X	18	-			()	_	XX	
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	R.Neeladri	X	X	1	Y	X	V	X		1	1	-	The Parket		_	X.	V	X		X	X	X
-	Ch.Venkata Katyayani	-	×	100	1	2.0	X	+	-		5		and the same	-	(V	×	X	×	×		×
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-	A. Venkutesh	-	×	X	X	x	X	13				_				-	×	X	X	×	X	×
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-	M.Sriveni	X	X	X	-	-	A SHARE	-	-	_	Section 2	2	x	_	-	X	X	×	2	X		1
	C Bharat Ashok kumar	X	100	X	×	_	_	-	-	7	1	17.1	-	-	4	X	X		1	-	_	2
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16	S	k.Bilal	- X	17.3	- Colonia	V	X	X	X	X	X	Х		X	-	X	X.	X	X	X	X	3
17	K	.Chandra Sekhar	X	X	1	X	1/2	X	X	X	X	X	X.	X		X	X	X	X	X	X	1
18	1.1	Kavya	-	X	12	1	X	X	×	×	X	*	X	X	×		Y.	X	X	X	1	3
19	K	Naga Malleswari	-	X	100	X	X	X	X	X	X	X	X	X.		X	X		X	X	X	3
20	A	Vincetha	X	-	X	X		×	X	K	×	×	X	X.		X	×	×	X	X	X	
21	K.	Mounika	-	X	- The second		X	×	X	X	X	X	X	×	X	X	×		X	X	×	4
22	-	Neeladri	+	X	X	X	X	X	X	X	X	K	X	X	X	×	X	X	×	×		
23	-	Venkata Katyayani	X	X	×	X	X	X	1	X	K	×	K	X	X	X	×	X	X	-	-	-
24		Mabusubhani	X		X	X	X	X	X	X	X	X	火	X	X	x	X		3	-	_	
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3	G.Smily	1%		00	X	X	×	1	x	X	×	×	X	×	-	×	-	-	-	2	
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5	K Naga Bala Reddy A Hernanth		X	X	×	X	×	80	×		X	X	V.	8	X	X	2	x	v		
6	Ch. Venu	1	×	K	X	X	X	A	X	1	X	X	×	×	X		X	X	X	3	
7	D.Venkata Kumar	X	X	X	X	x	×	X		X	6	<	X	K 3	0	×	X	X		25	П
8	G.Jeevan	×	X	X	1	X		X	X	X	×	X	X	X		×	X	X	X	x	
9	S.Rajasekhar Reddy	x	×	×	×	X	X	X	X	x		X.	X	_	X	x	×	X	×	X	
10	T Sairam	X	X	X	X	X	X	-	X	X	X	X	X	X	X	X		30	X	×	
11	S.Sai Venkata Reddy	X	1	X		X		X	×	X	X	X	X	X	X	vo	X		20	X	
12	S Nagalakshmi	X.		X		X	X	X	X	X	x	X	×		X	X	x	X	1011	×	
13	D Sravani	×	X	X			X	X	X	X	X		X	X	X	20	X	×	x	×	
14	R.Nagendra Babu	3	X	X	X	X	X	X	X	X	X	X	X		×	X	X	X	X		
15	K Ramesh	×	X	X	-	X	X.	X	X	X	X	X	-	-	X	X	X	×	2	×	
16	Sk Bilal	X	1	-	X	X	X	X	X	X	X	X	X	X	X	×	X	×	20	×	1
17	K.Chandra Sekhar	×		X	X	X	X	X		X	×	X	X	20	×	×	X	X	-	X	1
18	LKavva	X	X	X	X	34.	X	×	X	X	X	Y.		X	X	×	X	X	· derentained	-	1
19	K.Naga Malleswari		X	X	X	×	X	X	X	-	X	X	X	X	X	X	X	X	-		
20	A Vincetha	X	X	X	X	X	X	X	X	X	X	X		X	X	X	X	-	-	X	-
21	K Mounika	×	-	-	X	X		X	X		-	X	X	X.	X	X	X		2	_	-
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-	Ch.Venkata Katyayani	X	3	X	X	×	-	-		-	-		X	X	A.	X	-	-	-	-	-
	U Mhabusubhani	X	X	×	X	2	X	-	X	-	100	×	X	×	X	X	-	X	- Committee	-	-
	A. Venkatesh	X		X	X	X	X	X	X			X	X	X	X	1	×	>	0	XX	
_	G.Chandra Durga Rao	X	X	X	X		X	X	_	-	-	X	X		X	-	-	-	5	<	1
-	R. Rasi	X	X	X	X	×	X	X	X	11.73	-	X	X	X	X	X	X	1×	< X		
	P. Bhargavi	X	X	X		X	X	×	X	_	-	X	X	X	X	X	3	X >	2 3		×
_	M. Sriveni	×	-	>	X	X	X	-	X		X	1	-	X	X	X	CX	1 5	ė		×
	The state of the s	X	X	X	X	X	X	X	X	X	-		X	X	x	X	1		X	×	×
	K Bharat Ashok kumar	X	X		X	X	X	X	X	X	X	×	X	X	X	X	2	<	X		X
	CVijya Rami Reddy	X	X	X	X	X	X	X	X	×	×	X	X	X			XX	0	30	X	X
-	h Elisha Babu	X	Y	×	×	X	X	X	×	X	1>	X	1 %	X	-	x x	THE REAL PROPERTY.	_	×	-	X
-	Vamsi Krishna	×	X	X		7	X	X	-	18	X	and the latest designation of	-	-	-	-	21 10.3		-	X	X
N	f. Ramya	X	X	X	X	X	10	1	-	-	-	-	Contraction of the last	-			-	x		X	X





This certificate is awarded to

Kelam Mounika

Son/Daughter of

Kelam Markandeyulu

for successfully completing

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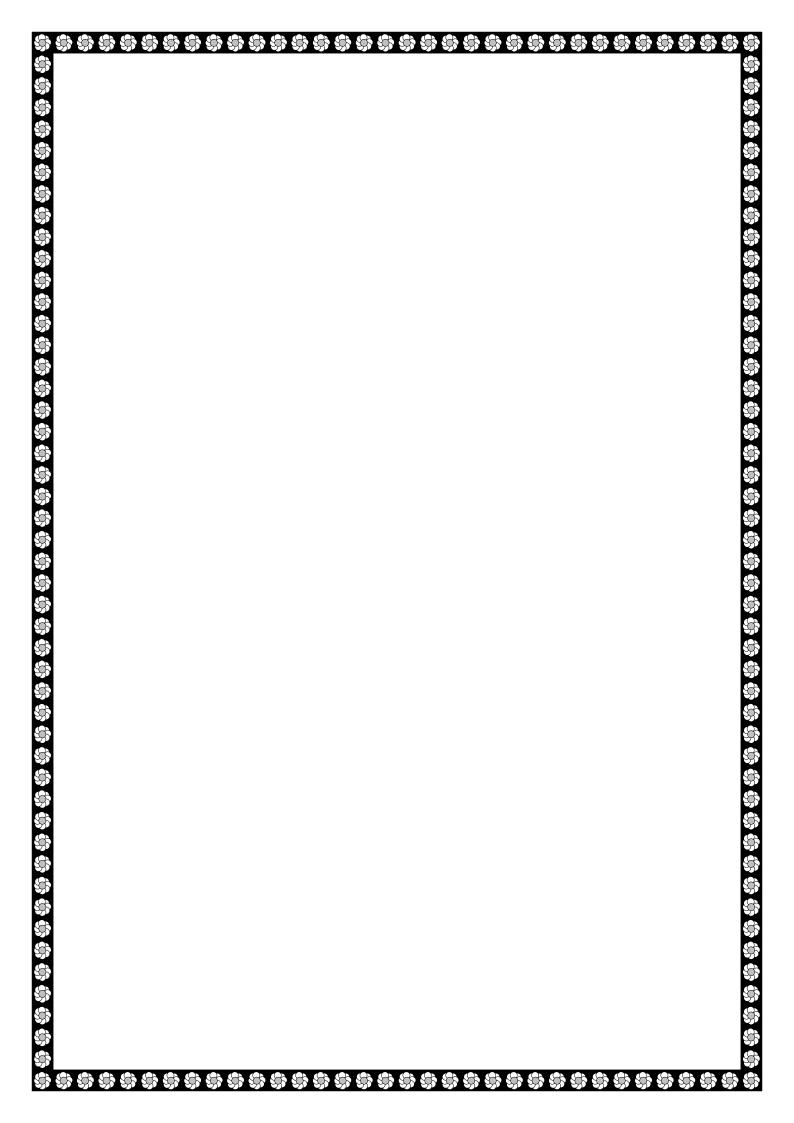
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S.Prasad

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Son/Daughter of

SK.Meherun

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CH.Mohanrao

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This certificate is awarded to

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Son/Daughter of

CH.Showry

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