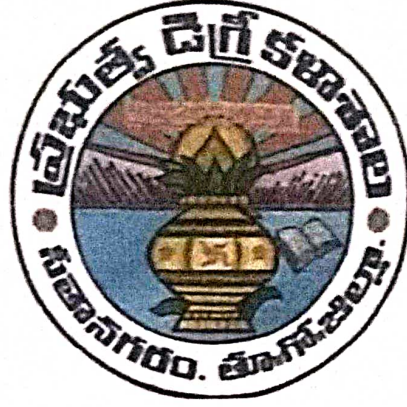


GOVT. DEGREE COLLEGE SEETHANAGARAM
East Godavari District, Andhra Pradesh



Department of Commerce

**CERTIFICATE COURSE
IN
Tally.ERP9 with GST**

2022-2023



Government Degree College, Seethanagaram

Accredited by NAAC with 'B' Grade, ISO 9001:2015 Certified College

Affiliated to Aadi Kavi Nannayya University
Opp K.G.N.M .Trust, Purushottapatnam Road, Seethanagaram



DEPARTMENT OF COMMERCE

From

Dt: 05.04.2023.

Sri.K.Hare Rama Krishna,
Lecturer in Commerce,
GDC, Seethanagaram,
E.G. Dt.

To

The Principal,
G.D.C. Seethanagaram,
E.G.Dt.

Respected Sir,

SUB: Requisition to conduct a Certificate course in Tally- II B.A, Students- Reg.

Ref: As per the instructions of CCE, A.P.

I am pleased to inform you that the department of Commerce is planning to conduct a Certificate course in Tally for II B.A, students from 10th April, 2023 to 10th May 2023 in the college from 5pm to 6 pm every day.

Tally is very essential to every student to enhance their skills to work in Business Environment. Hence, I request you to give permission to run a Certificate course on "Tally" from the above said days in our college.

Thanking you sir,

*Pls. start to
conduct certificate
course
5/4/23*

Yours faithfully,

(Sri.K.Hare Rama Krishna)

05.04.2023

Tally.ERP9 with GST

Total Hours -30

Unit/Module-1: (6 Hours)

Company Info Menu -Select Company- Shut company-Create company- Alter company- Security control - Change tally vault - Split company data - Backup - Restore - Tally audit feature

Unit/Module-2: (6 Hours)

Accounting Information -Accounting Configuration & Features Group Creation - Multiple Group Creation - Ledger Creation - Multiple Ledger Creation - New Voucher Creation - Advance Ledger Creation

Unit/Module-3: (6 Hours)

Voucher Entry -Accounting voucher Inventory voucher - optional & non-accounting voucher - Order processing - Advanced voucher entry

Unit/Module-4: (6 Hours)

Advanced Accounting Features - Cost category & cost centers Budgets - Interest calculations - Cheque printing - Credit limits - Scenario management - Reorder levels & reorder quantity Price level - & price lists

Unit/Module-5: (6 Hours)

Online Taxation Return - Fill online ITR (Income Tax Return) download and filling forms - Fill online VAT, CST Return - Excise Return & Forms - Online service tax return - TCS, TDS return

Note: Credits -1 for on-the-job field work/practical exposure

Units	Name of the Topic	MCQ 30M
1	Company Info Menu	6
2	Accounting Information	6
3	Voucher Entry	6
4	Advanced Accounting Features	6
5	Online Taxation Return	6

ATTENDANCE

75% Attendance in classes is mandatory for appearing in the examination.

MODE OF EXAMINATION

The Examination Paper will consist of 30 Marks

PASSING REQUIREMENT

Candidates have to secure minimum 50% marks to qualify the certificate course examination.

RESULT

The result will appear after one day of closure of off-line examination. List of passed participants will also be hosted at the college notice board.

CERTIFICATES

Certificates will be awarded by our hon'ble college principal to the students whoever passed this examination.

GOVERNMENT DEGREE COLLEGE
SEETHANAGARAM

DEPARTMENT OF COMMERCE

CERTIFICATE COURSE

QUESTION PAPER

1. Party account can be created through

- (A) Inventory creation window (B) Group creation window
(C) Ledger creation window (D) Any one of them

2. For Export of Data from Company to Company Tally uses

- (A) XML Format (B) ASCII Format (C) SDF Format (D) None of these

3. We can change the Company Information from

- (A) Company Info > View (B) Company Info > Split Company Data
(C) Company Info > Back up (D) Company Info > Alter

4. Manufacturing journal creates based on

- (A) Purchase Quotation (B) Stock Journal (C) Receipt Note (D) Journal

5. Transfer from Main Cash to petty Cash you require to pass _____ voucher.

- (A) Contra (B) Payment (C) Receipt (D) None of these

6. To show the cheque number while reconciling Bank Accounts press

- (A) CTRL + F11 (B) CTRL + F12 (C) F11 (D) F12

7. To activate Job Costing which options require to be activated?

- (A) Maintain VAT (B) Maintain Cost Centre
(C) Use Cost Centre for Job Costing (D) Both b and c

8. Service Tax Report can be seen from

(A) Display > Account Books

(B) Display > Statutory Reports

(C) Display > Day Book

(D) Display > Statutory Masters

9. Retained Earnings is an alias of

(A) Investments

(B) Capital Account

(C) Indirect Income

(D) Reserve and surplus

10. Data Folder of a Company consists of

(A) 3 digits

(B) 4 digits

(C) 5 digits

(D) 6 digits

11. Which option is used to view list of Primary and Secondary groups in Tally?

(A) Accounts (B) List

(C) List of Accounts

(D) None of these

12. _____ is the shortcut to Attendance from Payroll Vouchers in Tally.

(A) Ctrl+F4

(B) Ctrl+F5

(C) Alt+A

(D) Alt+S

13. Which shortcut key(s) are used to display list of inventory reports within balance sheet?

(A) F8

(B) F9

(C) F10

(D) F11

14. Which group [Under] is selected in Input VAT or Output VAT?

(A) Sundry Creditors

(B) Direct Expenses

(C) Indirect Expenses

(D) Duties & Taxes

15. Which shortcut key is used in 'Company Features Screen to use Statutory & Taxation in Tally?

(A) F1 (B) F2 (C) F3 (D) F4

16. To see the report of unconventional vouchers go to

(A) Display- Trial Balance

(B) Display- Exception Reports

(C) Display- Account Books

(D) Display- Day Book

17. _____ is the shortcut to change the accounting period from Gateway of Tally.

- (A) F1 (B) Alt+F1 (C) Alt+F2 (D) Alt+F3

18. Double Entry System was introduced in

- (A) Italy (B) India (C) Japan (D) America

19. Which option is used to copy company's data into pen drive or cud?

- (A) Restore (B) Backup (C) Copy data (D) Split company data

20. How many groups are pre-defined in Tally?

- (A) 15 (B) 19 (C) 28 (D) 30

21. In general the Financial year from shall be from

- (A) 31st March of any year (B) 1st April of any year

- (C) 9th September of any year (D) All of the above

22. To change Current Date from Gateway of Tally press the key

- (A) F1 (B) F2 (C) F5 (D) F9

23. _____ is the shortcut for purchase voucher in Tally.

- (A) F5 (B) F9 (C) Alt+F4 (D) Alt+F5

24. The tax collected by the seller from the buyer is generally called

- (A) Value Added Tax (VAT) (B) Fringe Benefit Tax (FBT)
(C) Tax Collected at Source (TCS) (D) Tax Deducted at Source (TDS)

25. How to activate the tally audit feature in a company?

- (A) Press F12 key (B) In comp info-> security control-option

- (C) During the creation of a company (D) Press F11 key

26. TDS is applied on which of the following incomes?

- (A) Salary Income (Contract) (B) Commission of lottery ticket
(C) Professional Fee (D) All of these

27. _____ is the shortcut to post dated voucher from accounting vouchers in Tally.

- (A) Alt+I (B) Ctrl+V (C) Ctrl+T (D) Ctrl+F10

28. What percent of Additional Tax is applied if VAT is 12.5%?

- (A) 1% (B) 1.5% (C) 2.5% (D) 4%

29. Which shortcut key is used to set No in $\text{Alt} + \text{U}$ Use Common Ledger A/c for Item Allocation?

- (A) F11 (B) F12 (C) Alt + F11 (D) Alt + F12

30. To change the date, shortcut used

- (A) F1 (B) F2 (C) Alt+F2 (D) Alt+F3

ANSWERS: 1: C 2: A 3: D 4: B 5: A 6: D 7: D 8: B 9: D 10: C 11: C 12: A 13: B 14: D 15: C 16: B 17: C 18: A 19: B 20: C 21: B 22: B 23: B 24: C 25: C 26: D 27: C 28: C 29: B 30: B

GOVERNMENT DEGREE COLLEGE SEETHANAGARAM
DEPARTMENT OF COMMERCE
CERTIFICATE COURSE
LIST OF STUDENTS

S.NO	NAME OF THE STUDENT	GROUP
1	CH.VENKATESH	IIB.A (CA)
2	CH.SIRISHA	IIB.A (CA)
3	P.S.V.NAGA DEVI	IIB.A (CA)
4	G.RAMU	IIB.A (CA)
5	A.SRINIVAS	IIB.A (CA)
6	V.S.VIJAYA DURGA	IIB.A (CA)
7	P.MAHESH	IIB.A (CA)
8	M.BHAVANI	IIB.A (CA)
9	M.HARI SAI LOKESH	IIB.A (CA)
10	S.SIMONU	IIB.A (CA)
11	SK.IMAMUNNISA BEGAM	IIB.A (CA)
12	CH.MOUNIKANJALI	IIB.A (CA)
13	M.HARISH	IIB.A (CA)
14	S.GANGA GANESH	IIB.A (CA)
15	D.RAJU	IIB.A (CA)
16	S.GAGAN KUMAR	IIB.A (CA)
17	P.ANJANEYALU	

GOVERNMENT DEGREE COLLEGE SEETHANAGARAM
DEPARTMENT OF COMMERCE
CERTIFICATE COURSE
LIST OF STUDENTS

S.NO	NAME OF THE STUDENT	GROUP	MARKS OBTAINED
1	CH.VENKATESH	IIB.A (CA)	B
2	CH.SIRISHA	IIB.A (CA)	B
3	P.S.V.NAGA DEVI	IIB.A (CA)	A
4	G.RAMU	IIB.A (CA)	A
5	A.SRINIVAS	IIB.A (CA)	B
6	V.S.VIJAYA DURGA	IIB.A (CA)	A
7	P.MAHESH	IIB.A (CA)	B
8	M.BHAVANI	IIB.A (CA)	A
9	M.HARI SAI LOKESH	IIB.A (CA)	A
10	S.SIMONU	IIB.A (CA)	B
11	SK.IMAMUNNISA BEGAM	IIB.A (CA)	B
12	CH.MOUNIKANJALI	IIB.A (CA)	A
13	M.HARISH	IIB.A (CA)	B
14	S.GANGA GANESH	IIB.A (CA)	B
15	D.RAJU	IIB.A (CA)	B
16	S.GAGAN KUMAR	IIB.A (CA)	B

ATTENDANCE

13

S.No	Name of the student	10 ^{$\frac{4}{23}$}	11 ^{$\frac{4}{23}$}	12 ^{$\frac{4}{23}$}	13 ^{$\frac{4}{23}$}	17 ^{$\frac{4}{23}$}
1	CH. VENKATESH	P	P	P	P	P
2	CH. SIRISHA	P	P	P	P	P
3	P.S.V. NAGA DEVI	P	P	P	P	P
4	G. RAMU	P	P	P	P	P
5	A. SRINIVAS	P	P	P	P	P
6	V.S. VIJAYA DURGA	P	P	P	P	P
7	P. MAHESH	P	P	P	P	P
8	M. BHAVANI	P	P	P	P	P
9	M. HARI SAI LOKESH	P	P	P	P	P
10	S. SIMONU	P	P	P	P	P
11	SK. IMAMUNNISA BEGAM	P	P	P	P	P
12	CH. MOUNIKANTALI	P	P	P	P	P
13	M. HARISH	P	P	P	P	P
14	S. GANGA GANESH	P	P	P	P	P
15	D. RAJU	P	P	P	P	P
16	S. GAGAN KUMAR	P	P	P	P	P



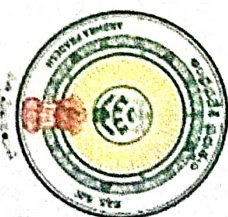
GOVERNMENT DEGREE COLLEGE, SEETHANAGARAM

ESTD - 1983

Accredited by NAAC with "B" Grade, ISO 9001 : 2015 Certified College

Affiliated to Adikavi Nannaya University

Opp. K.G.N.M.Trust, Purushottapatnam Road, Seethanagaram E.G.Dc.



Department of commerce

CERTIFICATE COURSE

This is to certify that Mr/Miss

CH. VENKATESH

s/o . d/o.

Class II B.A

has Successfully

Completed his/her Certificate Course in

TALLY EXP

during the Academic year 2022 - 23. He/She has secured Grade B.

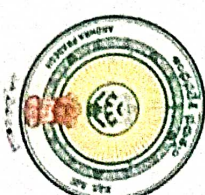
Yours

PROGRAM CO-ORDINATOR

for me

IQAC CO-ORDINATOR

PRINCIPAL



ESTD - 1983

Affiliated to Adikavi Nannaya University

Department of commerce

CERTIFICATE COURSE

This is to certify that Mr/Miss A. SRINIVAS

s/o . d/o. _____ Class 11 BA has Successfully

Completed his/ her Certificate Course in TALLY exp 9
during the Academic year 2022 - 23. He/She has secured Grade B.

ICAC CO-ORDINATOR

PRINCIPAL



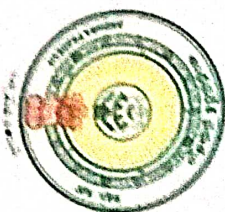
GOVERNMENT DEGREE COLLEGE, SEETHANAGARAM

ESTD - 1983

Accredited by NAAC with "B" Grade, ISO 9001 : 2015 Certified College

Affiliated to Adikavi Nannaya University

Opp. K.G.N.M.Trust, Purushottapatnam Road, Seethanagaram E.G.M.



Department of commerce

CERTIFICATE COURSE

This is to certify that Mr/Miss V.S. VIJAYA DURGA
s/o. d/o. Class II B.A has Successfully

Completed his/ her Certificate Course in TALLY exp9
during the Academic year 2022 - 23. He/She has secured Grade A.

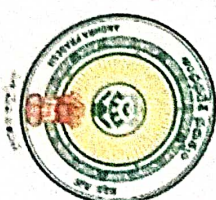
P. J. J. J.

PROGRAM CO-ORDINATOR

23

IQAC CO-ORDINATOR

PRINCIPAL



ESTD - 1983

Affiliated to Adikavi Nannaya University

CERTIFICATE COURSE

Completed his/ her Certificate Course in TALLY exp 9
during the Academic year 2022 - 23. He/She has secured Grade B.

PRINCIPAL



Government Degree College, Seethanagaram

Accredited by NAAC with "B" Grade, ISO 9001:2015 Certified College

Affiliated to Aadi Kavi Nannayya University
Opp K.G.N.M. Trust, Purushottapatnam Road, Seethanagaram



DEPARTMENT OF COMMERCE

From

Dt: 20.02.2023.

Sri.K.Hare Rama Krishna,
Lecturer in Commerce,
GDC, Seethanagaram,
E.G. Dt.

To

The Principal,
G.D.C. Seethanagaram,
E.G.Dt.

Respected Sir,

SUB: Requisition to conduct a Certificate course in Tally– III B.COM, Students- Reg.

Ref: As per the instructions of CCE, A.P.

I am pleased to inform you that the department of Commerce is planning to conduct a Certificate course in Tally for III B.COM, students from 23rd February, 2023 to 2nd March, 2023 in the college from 5pm to 6 pm every day.

Tally is very essential to every student to enhance their skills to work in Business Environment. Hence, I request you to give permission to run a Certificate course on "Tally" from the above said days in our college.

Thanking you sir,

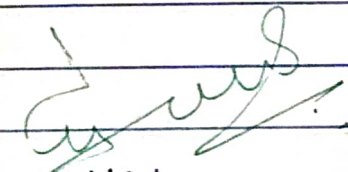
Yours faithfully,

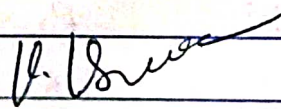
(Sri.K.Hare Rama Krishna)

*permitted to
conduct certificate
course 20/2/23*

NOTICE

Department of Commerce will conduct
 Certificate course on "TALLY ERP 9" for B.Com
 students from 23-02-2023 to 2-03-2023
 Interested students Contact V. Venu. JKC 94M.
 programme coordinator for this Certificate Course.
 The class for this course conducted 5pm to 6pm
 every day for 30 days. Certificate issued for qualified
 students

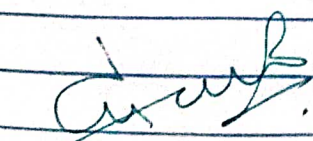

 HOD

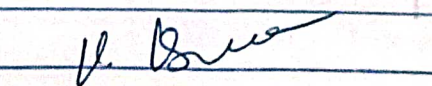

 programme coordinator.


 PRINCIPAL
 Government Degree College
 SEETHANAGARAM-533 287.
 E.G.Dt., (A.P.)

LIST OF STUDENTS - TALLY 60PG. Course.

SNO	name of student	Group
1.	ALLAM. PRAVEEN KUMAR	II B Com.
2.	BARAKATI. RAJ KUMAR	"
3.	EETHKOTA. MANI KUMAR	"
4.	EETHKOTA. PUSHPALATHA	"
5.	GIADI. JYOTHI	"
6.	GOLI. SAILA DEVI	"
7.	KODE. DURGA BHAVANI	"
8.	KOTA. CHINNI	"
9.	KUPPALA. RATNA PADMA	"
10.	KUSUMA. NAGALAKSHMI	"
11.	MAKARAPU. SANDHYA	"
12.	PADITHINA. MAHESH	"
13.	PANDRAKULA. ARCHANA	"
14.	RELANGI. SURYA PRAKASH	"
15.	SHAIK. PAPA	"
16.	SHAIK. VASEEM.	"


HOD


Programme Coordinator


PRINCIPAL
Government Degree College
SEETHANAGARAM-508 287
E.G.D.L. (A.P.)

ATTENDANCE

SNO	Name of student	23 rd	24 th	25 th	26 th	27 th	28 th	29 th	30 th	31 st	1 st	2 nd	3 rd	4 th	5 th	6 th	7 th	8 th	9 th	10 th	11 th	12 th	13 th	14 th	15 th	16 th	17 th	18 th	19 th	20 th	21 st	22 nd	23 rd	24 th	25 th	26 th	27 th	28 th	29 th	30 th	31 st			
1	ALLAM. PRAVEEN KUMAR	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
2	BARAKUTI. RAY KUMAR	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
3	CELIKOTA. MANI KUMAR	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
4	CELIKOTA. PUSHPA LATHA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
5	GADDI. JYOTHI	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
6	GOLI. SAILA DEVI	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
7	KODE. DURGA BHAVANI	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
8	KOTA. CHININI	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
9	KUPPALA. PATRINA PADMA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
10	KUSUMA. NAGALAKSHMI	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
11	MAKARAPU. SANDHYA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
12	PADITHINA. MAHESHI	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
13	PANDURAKULA. ARCHANA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
14	RELANIGI. SUGMA PRAKASHI	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
15	SHAIK. PAPA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
16	SHAIK. VASEEM	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P

P.D.

Principal

Government College
SEETHANAGARAM-503 28

EGDI, (AP)

NOTICE FOR EXAM:

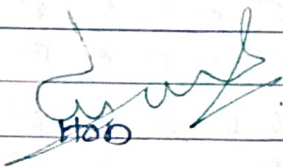
Department of Commerce will conduct Tally Certificate Course exam on 0.2-03-2023. All WB Com students must attend the exam. Certificate are issued only passed students in exam.

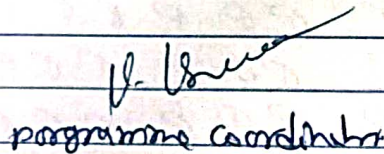
Grades in Exam.

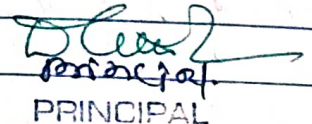
A - 25-30 marks

B - 20-25 marks

C - 15-20 marks


HOD


programme coordinator


Principal

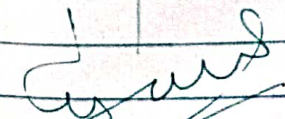
PRINCIPAL

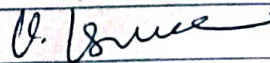
Government Degree College
SEETHANAGARAM-533 287

E.G.D.I., (A.P.)

STUDENTS GRADES LIST.

sno	name of student	Grade obtained.
1.	ALLAM PRAVEEN KUMAR	B
2.	BARAKATI RAJ KUMAR	B
3.	EETHKOTA MANI KUMAR	B
4.	EETHKOTA PUSHPA LATHA	B
5.	GIADI JYOTHI	B
6.	GOLI SAILA DEVI	B
7.	KODI DURGA BHAVANI	B
8.	KOTA CHINNI	A
9.	KUPPALA RATNA PADMA	A
10.	KUSUMA NAGALAKSHMI	A
11.	MAKARAPU SANDHYA	B
12.	PADITHINA MAHESH	A
13.	PANDRKULA ARCHANA	A
14.	RELARIGI SURYA PRAKASH	B
15.	SHAIK. PAPA	A
16.	SHAIK. VASEEM	B


HOD


programme coordinator


principal

PRINCIPAL
Government Degree College
SEETHANACARAM-533-287
E.G.D.L. (A.P.)