



**KRK Government College**  
**Addanki-523201**  
**Prakasam Dist**

**Department of Commerce**

**Certificate Course on**  
**TALLY ERP 9.1**

➤ **01/07/2017 to 20/07/2017**

**Minutes of the Meeting  
Department of Commerce**

**25/6/2017**

The Faculty of the Department of Commerce are met on 25/6/2017 and discuss the following matters —

- To conduct a certificate course in Tally by the Department of Commerce for the B.Com students
- To submit a letter to the principal for getting the permission to start certificate course
- To prepare syllabus/Objectives/OC to the certificate course
- To conduct the course from 01/07/2017 to 20/07/2017
- To start the course with a minimum of 20 students to sem-5 B.Com students
- To conduct the certificate course in 30 teaching & practical hours
- Utilize B.Com computer lab to conduct practical
- To nominate the faculty to conduct the course
- To nominate one faculty to take the classes

*A. S. Rao*

A. SRINIVASA RAO M.Com.,  
Principal (FAC)  
K.R.K Govt. Degree & PG College,  
Addanki - 523201,  
Prakasam District. A.P.

Program name	Name of the Certificate course	Year of introduction
NA	Certificate course in "Tally ERP 9.1" (Department of Commerce)	2017-18

### **CERTIFICATE COURSE ON TALLY ERP 9.1**

#### **Course Objectives:**

- This course is designed to impart knowledge regarding concepts of Financial Accounting
- Tally is an accounting package which is used for learning to maintain accounts.
- As this course is useful for Commerce students to get placements in different offices as well as companies in Accounts departments.

### **SYLLABUS**

#### **Brief Course Contents:**

Basics of Accounting

What is Financial Accounting, Objectives of Financial Accounting, Advantages of Financial Accounting, Limitations of Financial Accounting, What is Double Entry System, What is Accounting Equation.

Classification of Accounts

Real Accounts, Personal Accounts, Nominal Accounts.

Terms used in Accounting

Assets, Liabilities, Debtors, Creditors, Receivables, Payables, Capital etc.

Principles/Concepts/Conventions of Accounting

Why Conventions, Principles and Concepts of accounting are required.

Fundamental Conventions, Principles and Concepts of accounting

Accounting Period Concept, Entity Concept, Dual Aspect Concept, Money Measurement Concept,

Matching Concept, Cost Concept, Materiality Concept, Materiality Concept, Objective Evidence Concept.

Recording Procedure in Accounting

What is a transaction, What is a Voucher, Recording of transactions in Book of Primary Entry (JOURNAL),

Posting of transactions into Ledger, Preparation of Trial Balance, Introduction to Subsidiary Books of Accounting viz. Cash Book, Bank Book, Sales Book, Purchase Book etc.

Preparation of Final Accounts

Significance of Final Accounts, Classification of Assets: - Fixed Assets, Current Assets,

Classification of Liabilities: - Fixed Liabilities, Current Liabilities, Introduction to terms like

Revenue & Capital Incomes/Expenses, Direct/Indirect Incomes & Expenses, Introduction to Trading Account/Manufacturing

Account, Profit & Loss Account, Balance Sheet.

**Course outcome:**

Computerised Accounting CO1: To introduce the students to Basic of Accounts and the usage of Tally for accounting purpose.

CO2: To help students to work with well- known accounting software i.e. Tally ERP.9.Tally is an accounting package which is used for learning to maintain accounts.

CO3: Students will learn 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

CO4: Demonstrate an understanding of various predefined inventory vouchers to suit the various business requirements and flexibility to create unlimited stock items, use simple to complex conversion units and generate invoices with the required information and dimensions.

CO5: Demonstrate an understanding of how to maintain a payroll register .This helps to understand how to maintain management related information, statutory forms and reports in the prescribed formats such as - Pay Slip ,Payroll Statements, Attendance and Overtime Registers etc.,

CO6: Develop the students use the Tally software, that helps to prepare Accounting, Payroll, Billing, Sales and Profit Analysis, Auditing Banking Inventory, Taxation such as GST, VAT, TDS, TCS etc



### Students participated for the certificate course Tally

S.No	Student Name	Discipline	Admission .No	H.T.Numb er
1	T.Naveen	III BCom(Comp)	4366	Y157001018
2	T.Anil	III BCom(Comp)	4362	Y157001019
3	S.Saiman	III BCom(Comp)	4369	Y157001016
4	S.Subba Raju	III BCom(Comp)	4370	Y157001017
5	M.Samson	III BCom(Comp)	4375	Y157001012
6	B.Narendra	III BCom(Comp)	4377	Y157001002
7	P.China Raju	III BCom(Comp)	4378	Y157001015
8	K.Franklin	III BCom(Comp)	4379	Y157001010
9	G.Brahmaiah	III BCom(Comp)	4393	Y157001006
10	J.Srinivas	III BCom(Comp)	4394	Y157001008
11	M.Ashok Kumar	III BCom(Comp)	4396	Y157001011
12	B Ashoka Rani	III BCom(Comp)	4382	Y157001003
13	J. Sireesha	III BCom(Comp)	4376	Y157001009
14	G.Renu Babu	III Bcom(Gen)	4387	Y152001004
15	Y.Y.Venugopala Setty	III Bcom(Gen)	4372	Y152001009
16	A.Siva Nagaraju	III Bcom(Gen)	4361	Y152001002
17	A.Kotaiah	III Bcom(Gen)	4357	Y152001001
18	P.Subbaiah	III Bcom(Gen)	4355	Y152001006
19	V.Vinay Babu	III Bcom(Gen)	4356	Y152001008
20	T.Raju	III Bcom(Gen)	4371	Y152001007
21	A.Satish	III Bcom(Gen)	4400	Y152001003

A. Srinivas

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# K.R.K. GOVERNMENT DEGREE COLLEGE

ADDANKI, PRAKASAM DISTRICT, A.P.

CERTIFICATE COURSE IN TALLY

Certificate

*This is to certify that Sri / Smt/ Kum/ - \_\_\_\_\_ of*

*\_\_\_\_\_ has attended the Certificate Course on " TALLY ERP 9.1 "*

*held at K.R.K. Govt. Degree College, Addanki on 01/07/2017 to 20/07/2017.*

*Organizing Secretary*

*A. S. S. S. S.*  
*Principal & Chairman*

K.R.K.G.D.C.  
ADDANKI