

PRR& VS GOVT COLLEGE

VIDAVALUR, SPSR Nellore (Dt)

CERTIFICATE COURSE FOR STUDENTS

IN TALLY



2022-2023

Course Duration: 45 HOURS

Organized by

COMMERCE DEPARTMENT

Principal

Dr. B.SUJATHA, M.Sc., Ph.D.

Coordinator

K.SRINIVASULU, M.COM.,M.PHIL.

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DEPARTMENT COMMERCE
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Snap shot photo (source from Web site)

Certificate Course on TALLY

In Collaboration with APSSDC, a certificate course on Tally course was conducted in our college from 12th September. This course duration was 45 days. The APSSDC members acted as resource persons for the entire course -theory and as well as practical sessions. The entire course was monitored by the faculty of the Department of commerce. Theory classes were conducted from 09:00 AM to 01:00 AM and practical sessions in the evening after class work.

We have given opportunity to all the students of our college and also given chance alumni. This course is very useful for students employment.



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Inaugural and classes sample photos



**PRR& VS GOVT COLLEGE VIDAVALUR,
SPSR NELLORE (DT)
CERTIFICATE COURSE IN TALLY**

TIME TABLE

2022-2023

S.NO	DATE	TIME 9:00 TO 9:30 PM	TIME 9:30 TO 10:00 PM
1.	12/9//2022	Theory	Practical
2.	13/9//2022	Theory	Practical
3.	14/9//2022	Theory	Practical
4.	15/9//2022	Theory	Practical
5.	16/9//2022	Theory	Practical
6.	17/9//2022	Theory	Practical
7.	18/9//2022	Theory	Practical
8.	19/9//2022	Theory	Practical
9.	20/9//2022	Theory	Practical
10.	21/9//2022	Theory	Practical
11.	22/9//2022	Theory	Practical
12.	23/9//2022	Theory	Practical
13.	24/9//2022	Theory	Practical
14.	25/9//2022	Theory	Practical
15.	26/9//2022	Theory	Practical
16.	27/9//2022	Theory	Practical
17.	28/9//2022	Theory	Practical
18.	29/9//2022	Theory	Practical
19.	30/9//2022	Theory	Practical
20.	1/10//2022	Theory	Practical
21.	10/10//2022	Theory	Practical
22.	11/10//2022	Theory	Practical
23.	12/10//2022	Theory	Practical
24.	13/10//2022	Theory	Practical
25.	14/10//2022	Theory	Practical
26.	15/10//2022	Theory	Practical
27.	16/10//2022	Theory	Practical
28.	17/10//2022	Theory	Practical
29.	18/10//2022	Theory	Practical
30.	19/10//2022	Theory	Practical
31.	11/10//2022	Theory	Practical
32.	12/10//2022	Theory	Practical
33.	13/10//2022	Theory	Practical
34.	14/10//2022	Theory	Practical
35.	15/10//2022	Theory	Practical
36.	16/10//2022	Theory	Practical
37.	17/10//2022	Theory	Practical
38.	18/10//2022	Theory	Practical
39.	19/10//2022	Theory	Practical
40.	20/10//2022	Theory	Practical
41.	21/10//2022	Theory	Practical

42.	22/10/2022	Theory	Practical
43.	23/10/2022	Theory	Practical
44.	24/10/2022	Theory	Practical
45.	25/10/2022	Theory	Practical



SL.NO	NAME OF THE STUDENT With Hall Ticket Number	GROUP
1	Sai Kumar 202125009	B.COM.(V sem)
2	M Vamsi Krishna 202125007	B.COM.(V sem)
3	Manchala Merylatha 202125008	B.COM.(V sem)
4	Sodam Jyothish 202125012	B.COM.(V sem)
5	Animeti Lahari 203125001	B.SC. (V sem) (BZC)
6	B.Sowmya ,203125003	B.SC. (V sem) (BZC)
7	Ch.Swapna 202125001	B.COM.(V sem)
8	Sadepalli Vindhya 203125008	BSc. (V sem) (BZC)
9	D.Prasad 202125003	B.A.(V sem)
10	Thandra Indraja 201125015	B.A.(V sem)
11	Eega Praveena 201125018	B.A.(V sem)
12	P.Saritha 202125010	B.COM.(V sem)
13	Chemukula Haritha 203125026	BSc. (V sem)(MPCS)

14	Talapala Kulavardhan 203125020	BSc. .(V sem)(MPCS)
15	Penchala Klayan 202125002	B.COM.(V sem)

CERTIFICATE COURSE IN TALLY

- Objective of this course : By the end of the course students will be able to
- To use Tally
- Analyze the data using Tally
- To assist in field based results.
- The Certificate holder will acquire the required skills over a period of time. The teaching will be divided into a 80% practical component and 20% theory component. Mentors should note that the Certificate programme is to lay full stress on practical aspects as reflected in the ratio mentioned above. The primary purpose of the programme is to enable the students to focus on a particular set of working in Soft skills which should lead to a vocation or employment

Detailed Syllabus for Tally

The syllabus for Tally might vary slightly depending on the college or institute. However, the syllabus' core objectives and their subjects remain identical, it does not include semesters. A general overview of the syllabus is given below:

S.No.	Core/Elective	Subject title	Subject details
1	Basics of Accounting	Basics of Accounting	Account types, accounting rules, accounting principles, double-entry system, financial statements, transactions, and many other basic concepts
2	Fundamentals of Tally ERP 9	Fundamentals of Tally ERP 9	How to functionalise Tally ERP 9 and create or set up a company in Tally ERP 9
3	Accounting Masters in Tally ERP 9	Accounting Masters in Tally ERP 9	Concepts related to F11: Features, F12: Configurations, and setting up account heads
4	Inventory in Tally ERP 9	Inventory in Tally ERP 9	Concepts related to stock groups, stock items, stock categories, units of measure, creating inventory masters for national traders etc.
5	Voucher Entry in Tally ERP 9	Voucher Entry in Tally ERP 9	Concepts related to invoicing, inventory vouchers, and accounting vouchers
6	Advanced Accounting in Tally ERP 9	Advanced Accounting in Tally ERP 9	Bill-wise details, cost categories and centres, multiple currencies, bank reconciliation, budget and controls, scenario management etc.

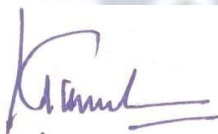
7	Advanced Inventory in Tally ERP 9	Advanced Inventory in Tally ERP 9	Processing orders, reorder levels, bills of materials, stock valuation, inventory ageing analysis, additional cost details, and related concepts
8	VAT	VAT	Configuration of VAT, creating masters, entering transactions, VAT reports, return of goods accounting, rate difference in sales and purchase, VAT for composite dealers, and related concepts
9	Central Sales Tax (CST)	Central Sales Tax (CST)	Basics of CST, enabling it in Tally ERP 9, CST payment, generating CST reports etc.
10	Point of Sale (PoS)	Point of Sale (PoS)	Features of PoS, configuring PoS in Tally ERP 9, entering PoS transactions, and generating PoS reports
11	Job Costing	Job Costing	How to configure costing and how to create masters for job costing along with generation of job costing reports and ways to enter and record transactions
12	Multilingual Capabilities	Multilingual Capabilities	How to configure Tally ERP 9 for multilingual capabilities, how to create masters, entering transactions in different languages, transliteration, how to generate reports in Tally ERP 9 etc.
13	Technological Advantages of Tally ERP 9	Technological Advantages of Tally ERP 9	What is TallyVault, TallyAudit, security control, how to backup data, how to restore data, process of splitting company data, open database connectivity, printing cheques and reports, and other concepts related to technological benefits of Tally ERP 9
14	Tally.Net and Remote Capabilities	Tally.Net and Remote Capabilities	A general view of Tally.Net, how to configure its features, creating remote users, remote access, and other features
15	Application Management and Controls	Application Management and Controls	The idea of a control centre, activating Tally ERP 9 after its installation, logging in to the control centre, managing accounts etc.
16	Online Help and Support	Online Help and Support	Features of the online support centre and how to access and use it
17	Service Tax	Service Tax	The basics of service tax, configuring Tally ERP 9 for service tax, generating service tax reports, entering transactions etc.
18	TDS)	TDS	What is TDS, how to configure TDS in Tally ERP 9, creating masters, processing transactions, and generating TDS reports

19	Tax Collected at Source (TCS)	Tax Collected at Source (TCS)	The basic idea of TCS along with configuring Tally ERP 9 for TCS, creating masters, entering transactions, and creating TCS reports
20	Excise for Dealers	Excise for Dealers	Basic concepts of excise for dealers, the process of enabling dealer excise in Tally ERP 9, entering transactions, and how to generate excise reports
21	Excise for Manufacturers	Excise for Manufacturers	Basic terms in excise duty, how to configure excise in Tally ERP 9 and create masters, excise reports, and processing transactions
22	Payroll Accounting and Compliance	Payroll Accounting and Compliance	How to include payroll in Tally ERP 9, how to create payroll masters, payroll processing, accounting for employer provident fund (PF) and employee state insurance, professional tax payments, and creating payroll reports

This certificate course was organised by **Department of Commerce**. This course has of 45 days duration period conducted from 12/9//2022 to 20/10/2022 between 9 to 10 am. It was launched by college principal Dr. B.Sujaatha garu.

This course is an effort to develop soft skills in individuals.


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VIDAVALUR - 524318.
SPSR NELLORE DT.



K.Srinivasulu
Coordinator

Subject title	Subject details
Accounting	All accounting concepts related to the maintenance of ledger books and accounts
Billing	How to raise bills, maintain them, and manage them to improve business accountancy
Payroll	Calculation of employee salaries by using payscale, attendance, and various other aspects
Banking	Calculation of direct and indirect taxes including GST and tax deducted at source (TDS) along with other banking transactions
Taxation	Calculation of taxes and generating bills that contain the breakup of various taxes like excise, value-added tax (VAT), and service tax
Inventory	Stock management to improve sales and
	revenue



PRR & VS GOVERNMENT COLLEGE,VIDAVALUR



SPSR NELLORE DISTRICT

▪ **CERTIFICATE COURSE IN MS-EXCEL**

Course Completion Certificate

This is to certify that Penchal Kalyan has completed the Faculty Development Programme conducted from 12/9//2022 to 20/10/2022 organized by the Department of Commerce.


K.Srinivasulu
Coordinator


PRR & VS GOVT. COLLEGE
VIDAVALUR - 522118
SPSR NELLORE DT.
Dr. B. Sujatha
Principal

PRR & VS GOVERNMENT COLLEGE,VIDAVALUR




SPSR NELLORE DISTRICT

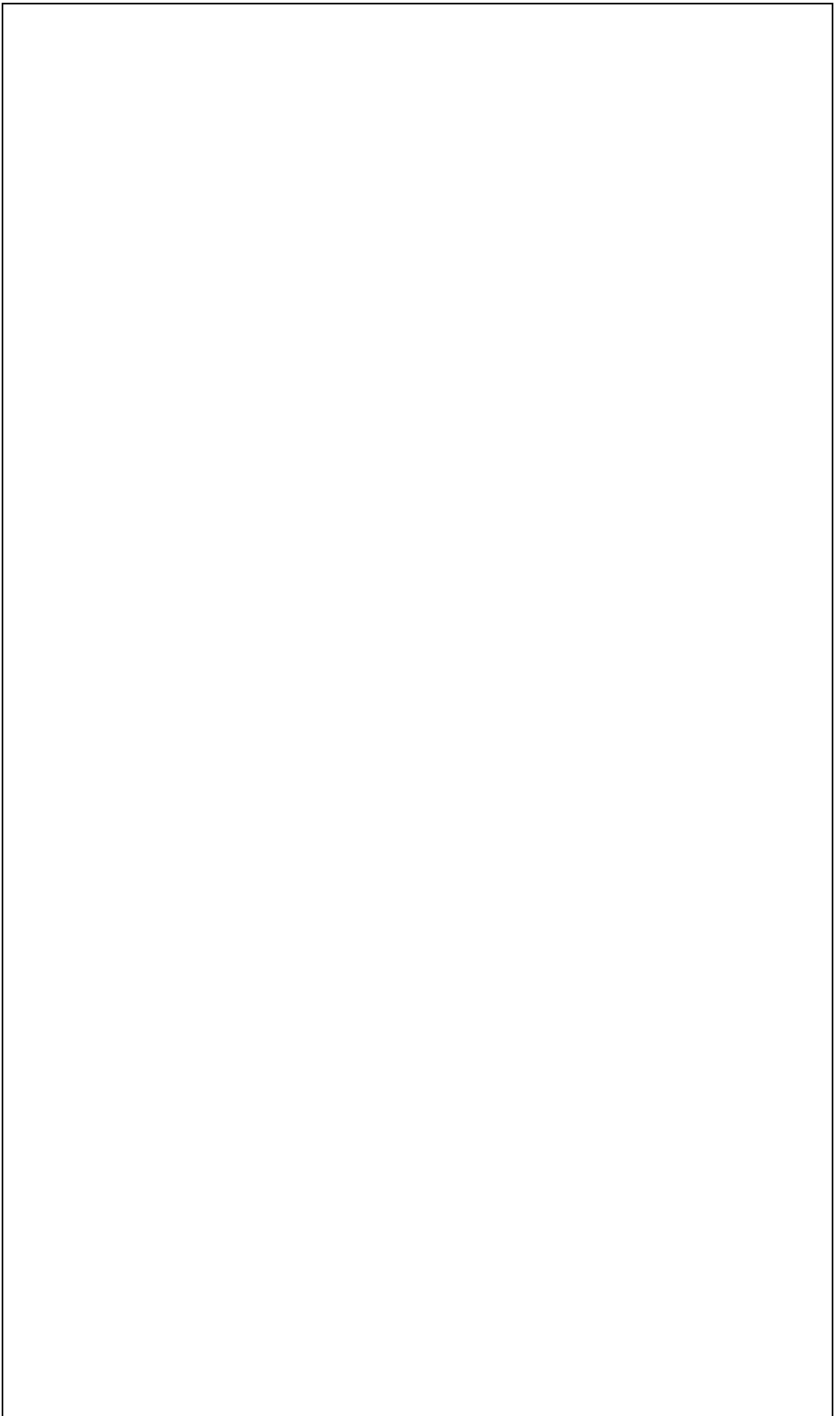
▪ **CERTIFICATE COURSE IN MS-EXCEL**

Course Completion Certificate

This is to certify that M.Mery Latha has completed the Faculty Development Programme conducted from 12/9//2022 to 20/10/2022 organized by the Department of Commerce.


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