

# DEPARTMENT OF MANAGEMENT STUDIES SUMMARY REPORT ON ADDON COURSE ACCOUNTING ON COMPUTER WITH TALLY PRIME

Date:15.10.2020

Course "Accounting on Computer With Tally" for 58 students from 22<sup>nd</sup> August - 12<sup>th</sup> September, 2020 totally for 40 hours period. This programme gave a platform to understand about Accounting and Tally. It aimed to make students learn various aspects of accounting on computer. Students learnt

- traditional and modern patterns or styles of accounting,
- features of tally, ERP,
- tax structure,
- review of good and service tax
- GST set off claim
- GST e-way bill
- Preparation of financial statements with GST.

Students were assessed on hands on training activities, assignments and terminal examination. All students completed the course successfully for the given year.

Dr. K.Uthayasuriyan, M.Com., M.B.A., M.Phil., Ph.D.,

Principal
Saradha Gangadharan Colli
Velrampet, Puducherry - 605 004.

(DR.T.MUTHUKUMARAN)

**CORDINATOR** 

Dr. T. MUTHURUMARAN,
M.Com., M.E.A., M.Phil., Ph.D.,
MFAD, Department of Management Studies
Saradha Gangadharan College
Puducherry - 64.

# OMEGA SRI VOCATIONAL TRAINING CENTRE

(Approved by National Council Of Vocational and Research Training, New Delhi)
An Autonomous Body, NCVRT Vocational Education Council, Government of India
Affiliation No: REG/NCVRT/PY/8012/VTC

NO.8,I-Floor, Kumaran Street, Kamaraj Nagar, Puducherry-11 PH: 0413- 2213472 , 6384663472. Email: omegasri2015@gmail.com

Date: 17.08.2020

## Accounting on Computer with Tally Prime

Objective of the Course: The course is designed to provide complete knowledge of Tally.

**Learning Outcomes:** After the completion of the course, the students will gain knowledge about Accounting and Tally. Student Worked as tally operator.

Minimum Eligibility Criteria:B.Com, B.Com (CS), BBA & M.Com

### **Syllabus**

UNIT: I Book --Keeping and Accounting, System of Accounting, Streams of Accounting, Methods of Accounting, Types of Accounts and Accounting Rules.

UNIT: IIAccounting Concepts and Convections, Accounting Terminology, Accounting Cycle, Accounting on Computers, Accounting on Computers, Problems & Assignment.

**UNIT: III** Tally Profile, Tally ERP 9, Features of Tally. ERP 9, Short cut keys in Tally, Company Creation. F11: Features and F12: Features, Preparation of Financial Statement, Problems.

UNIT:IVIndian Tax Structure, A Review of Good and Service Tax in India, Features of GST, Structure of GST, Levy of tax under GST regime, GST Set-off chain, GST Tax Rates,GST - Goods , GST - Service , GST E-Way Bill, Preparation of Financial Statement with GST.

#### Reference:

- 1. Tally ERP 9 Training Guide Asok K. Nadhani, BPB Publications.
- 2. Official Guide To Financial Accounting Using Tally.ERP 9 With Gst by Tally Education Pvt. Ltd.
- 3. Gst Using Tally.ERP 9 by Tally Education Private Limited



S. Revathy.

OMEGA SRI VOCATIONAL

TRAINING CENTRE

1.0 Kumaran Street.

Kamars, Ph. 0413-2213472, Land 10/98779

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Date: 17.08.2020

### Accounting on Computer with Tally Prime

### Schedule

	1	Schedule	No of
Date	Day	Topic Covered	Hours
22.08.20	Saturday	Book –Keeping and Accounting, System of Accounting Streams of Accounting, Methods of Accounting, Types of	05
23.08.20	Sunday	Accounts, Accounting Rules, Accounting Concepts and Convections, Accounting Terminology, Accounting Cycle, Accounting on Computers, Accounting on Computers, Problems &	05
29.08.20	Saturday	Assignment Company of Tally, ERP	05
30.08.20	Sunday	Features and F12: Features  Ledger and Group, Accounting Info, Inventory Info,	05
		Account Vouchers with Invoice mode	05
)5.09.20	Saturday	Preparation of Financial Statement - Problems  Consideration of Financial Statement - Problems	05
06.09.20	Sunday	Indian Tax Structure, A Review of Good and Service Tax in India, Features of GST, Structure of GST, Levy of tax under GST regime, GST Set-off chain, GST Tax Rates	
		GST - Goods, GST - Service, GST E-Way Bill	05
12.09.20	Saturday	UST - Goods, UST - Service, UST E way Zer	05
13.09.20	Sunday	Preparation of Financial Statement with GST -Problems  Total	40



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PH: 0413- 2213472 , 6384663472. Email: omegaar.2015.orgminl-con-

### Accounting on Computer Using Tally

Date: 19.09.20

02.12.19

Answer:- Trail Balance:

Marks 50 Duration, 2 hrs

Answer all the Questions Section-A (5\*2 -10)

- Define Accounting
- Narrate Golden Rules of Accounting
- What do you mean by budget
- What is Goods and service tax (GST)
- What is HSN under GST?

Section-B (3\*5=15)

- Explain the types of Accounts 6
- Explain the specific features of F: 12 Features
- Explain the structure and levy of tax under GST regime. 8.

Section-C (1\*25 = 25)

Prepare a Financial statement for the following transactions COMPANY NAME: Satyam Electronic Ltd (GSTIN/UIN: 34AAAAAA1234A1Z5)- GST Rate @12% Capital A/C: Rs. 20,00,000; Indian Bank A/C: Rs. 20,00,000. 01.04.19 Purchase - Machinery A/c: Rs. 75,000; Furniture: Rs. 25,000 02.04.19 Purchase the following items from Naresh Ltd - Puducherry with a credit period of 15 days and in 01.05.19 delay payment with 10% simple interest (GSTIN/UIN: 34BBBBB1234B1Z5) Price Stock item Quantity 200 Card reader 250 1200 FM Radio 100 Purchase the following items by cheque (GSTIN/UIN: 34BBBBB1234B1Z5) from Sambath 02.05.19 Ltd.Puducherry. Price Stock item Quantity 4000 DVD Player 400 2000 Speaker 200 Purchase the following items from Selva Ltd -Tamilnadu(GSTIN/UIN: 33CCCCC1234C1Z5) 01.06.19 Stock item Quantity 15000 Refrigerator 100 20000 100 Washing Machine Payment made to Naresh Ltd with interest. 02.06.19 Sold the following items to Viji Ltd – Puducherry with a credit period of 15 days and in delay 01.07.19 payment with 10% simple interest.(GSTIN/UIN: 34DDDDD1234D1Z5) Price Stock item Quantity 250 100 Card reader 1300 50 FM Radio Sold the following items by cheque (GSTIN/UIN: 34EEEEE1234E1Z5) from Sona Ltd. 02.07.19 Puducherry. Price Stock item Quantity 4500 **DVD** Player 200 2500 Speaker 100 Tamilnadu(GSTIN/UIN: 33FFFFF1234F1Z5) 01.08.19 Sold the following items from Harshini Ltd Stock item Quantity Price Refrigerator 50 20000 Washing Machine 50 25000 01.09.19 Depreciation 5% on machinery and Withdraw cash Rs. 20,000 from bank to personal use. 01.10.19 Received amount from Viji Ltd with interest 02.11.19 Paid advance salary to Dinesh 15,000 and office Rent Rs. 10000

Compute GST Liability and make payment to Tax Liability.

Gross Profit:

Net Profit:

Balance Sheet:

### OMEGA SRI VOCATIONAL TRAINING CENTRE-PUDUCHERRY ATTENDANCE REGISTER

		ATT	ENDANG	CE REG							
COUR	SE: ACCOUNTING ON COMPUT	ER USING	<b>FALLY</b>	D	URATI	ON: AU	GUST-SE	TEMBER	2020	12/0/20	
SI.NO	Name	Register No	22/8/20	23/8/20	29/8/20	30/8/20	05/09/20	06/09/20	12/09/20	13/9/20	
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	AISWARYA B	18BB0102	X	X	X	×	a	V	X	+ *	-
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	AKSHAYA S	18BB0104	×	X	X	X	X	X	X	1	1
_	ARUNMANI S	18BB0105	×	×	X	X	X	X	1	×	7
	ASAN MOHAMMED S	18BB0106	a	×	×	×	X	X	X	X	$\neg$
	ASHIKA NASREEN B	18BB0107	X	X	X	X	X	Y	X	X	$\neg$
	BARATHIRAJAN M	18BB0108	X	X	X	X	X	X	X	X	
	DHILIP RAJ K	18BB0109	X	×	X	X	X	X	X	X	
	DHIVYA K	18BB0110	X	×	X	X	X	X	X	×	
	ESWARAN M	18BB0111	a	X	X	X		×	X		<del></del>
	GOPINATH G	18BB0112	<u> </u>	X	X	×	a		-	<u> </u>	×
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18	KANNAPPAN J	18BB0118	3 ×			X	X	X	×		
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20	KAVIYA M	18BB012	) ×	>		×	X	X	×	×	×
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	32 PARTHIPAN A	18BB0133	X	×	×	×	X	X	×	X
3	33 PAVANKUMAR M	18BB0134	×	X	X	X	X	X	X	X
3	4 PAVITHRA B	18BB0135	×	X	X	X	X	X	$\alpha$	X
3	5 PRANEETHA V	18BB0136	×	×	X	X	×	X	X	×
3	6 PREETHA V	18BB0138	X	X	X	X	X	X	X	X
3	7 PRIYADHARSHINI M	18BB0139	×	X	×	X	X	×	X	X
3	8 PUGHAZHARASAN K	18BB0140	×	X	X	X	X	X	X	X
3	9 RAJA SHEKAR R	18BB0141	V	X	X	X	×	×	×	×
4	0 RAJALAKSHMI S	18BB0142	×	×	X	X	X	×	X	X
4	I RANJITH C	18BB0143	×	×	X	×	X	×	X	X
4:	SAMBATH S	18BB0144	à	×	X	×	X	×	×	X
4.	SANTHOSH R	18BB0145	×	×	X	X	X	X	X	X
44	SARANRAJ S	18BB0146	×	X	X	k	×	X	×	X
4.5	SATHISH G	18BB0147	×	X	X	X	X	×	×	X
46	SELSIYA MANGALA RANI R	18BB0148	×	×	X	- X	X	V	X	×
47	SELVAKUMAR P	18BB0149	X	X	X	X	V	×	X	X
48	SHIVAPRADEEP G	18BB0150	×	X		X	X	X	X	×
49	SIVANTHI S	18BB0151	X	X	a	X	X	×	X	X
50	SREEMATHI M	18BB0152	X	X	X	X	Y	×	X	×
51	SURYA B	18BB0153	×	X	X	V	X	X	×	\(\frac{1}{2}\)
52	THIRUVARASAN V	18BB0154	×	V	×	X	X	×	×	×
53	VANDHANA S	18BB0155	×	×	X	×	×'	Υ	×	X
54	VASANTH S	18BB0156	a	×	X	×	X	ý	×	~
	VETRI SELVAN A	18BB0157	×	V	×	V	×	Ŷ	X	×
	VISVANATHAN S	18BB0158	×	×	X	×	X	×	×	X
	YOGESHWARAN M	18BB0159	X	×	×	Y	X	X	1	X
	YUVANESH S	18BB0160	X	×	X	×	×	X	X	~

COORDINATOR
COURSES VOCATIONAL TRAINING C

No.8, I, II Floor Kemaran Str. Kamaraj Nagar Pondicherry-





## CERTIFICATE

This is to certify that

Mr. / Ms. / Mrs. AISWARYA · B

has successfully completed the Course in Tally.ERP 9

During 22.08.20 to 13.09.20 with A+ Grade

Certificate No. 18880102

Date of Issue 01.11.20











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# DEPARTMENT OF MANAGEMENT STUDIES SUMMARY REPORT ON ADDON COURSE ACCOUNTING ON COMPUTER WITH TALLY PRIME

Date:1.10.2021

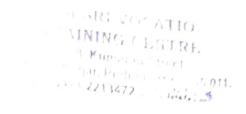
Course "Accounting On Computer With Tally" totally for 40 hours period for 60 students from 28th August - 19th September, 2021. This programme gave a podium for the development of Accounting knowledge with Tally in modern business world. This course made them to learn about accounting subject on computer with the help of computers. It aimed Students to impart thorough knowledge on concepts, conventions of accounting, uses of computers in accounting field, account vouchers, ledger, preparation of financial statements, tally features, ERP, structure of tax, good and service tax review, GST set off claim & e-way bill ant etc., Students were evaluated on hands on training activities, projects and terminal examination. All students accomplished the course goal successfully for the given year.

(DR.T.MUTHUKUMARAN)

COORDINATOR

Dr. T. MUTHURUMARAN,
M. Com., M. B. A., M. Pont. H. D.
MEKO, Department of Disconcion,
Estable Congr., Marine Co.

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# Accounting on Computer with Tally Prime

### Schedule

Date	Day	Topic Covered	No of
28.08.21	Saturday	Book - Keeping on L.	Hours
		Book – Keeping and Accounting, System of Accounting Streams of Accounting, Methods of Accounting, Types of Accounting, Counting, Countin	05
29.08.21	Sunday	Accounting Concepts and Convections, Accounting Computers, Accounting Cycle, Accounting on Assignment Computers, Problems &	05
04.09.21	Saturday	Tally Profile, Tally ERP 9, Features of Tally. ERP 9, Short cut keys in Tally, Company Creation, F11: Features	05
05.09.21	Sunday	Ledger and Group, Accounting Info, Inventory Info,	05
11.09.21	Saturday	Preparation of Financial State	
12.09.21	Sunday	Preparation of Financial Statement - Problems	05
12.09.21		Indian Tax Structure, A Review of Good and Service Tax in India, Features of GST, Structure of GST, Levy of tax under GST regime, GST Set-off chain, GST Tax Rates	05
18.09.21	Saturday	GST - Goods, GST - Service, GST E-Way Bill	
19.09.21	Sunday	Preparation of Financial St. 4	05
17.07		Preparation of Financial Statement with GST -Problems	05
		Total	40



Me.S. I. II Floor Kumaran Street. Kamaraj Nagar Pondicherry-11.

#### Accounting on Computer Using Tally

Section-A (10\*2=20)

Marks: 50

Duration: 2 hrs

### 1. Define Accounting

Date: 19.09.21

- 2. What is a Business Transaction?
- 3. What do you mean by Ledger?
- 4. What do you understand by Trial Balance?
- What do you mean by Gross Profit
- 6. What do you mean by Asset?
- 7. What is Tally?
- 8. How to create Groups in tally?
- 9. What is Spilling of company data?
- 10. What is Tally Vault?

#### Section-B (6\*5=30)

- Explain the salient feature of Tally.ERP9.
- 12. Explain the steps to work out in Bill-wise details.
- 13. Explain the Type of inventory vouchers and its shortcuts.
- 14. Explain Central Tax, Sales Tax and Integrated Tax.
- 15. Explain the steps to implement Security Control.

#### Section-C (Marks:25)

Company Name: Kumar Electronic Store Puducherry-(GSTIN/UIN: 34EEEEE1234E1Z5)

Kumar Capital A/C: Rs.40,00,000; Indian Bank A/C: Rs. 50,00,000

#### 16. Compute GST Liability

01.04.20

	Loan A/C: Rs. 10,00,000;			,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,							
	Party A/C:-										
	Raj Electronics Ltd, Puducherry-(GSTIN/UIN: 34AAAAA1234A1Z5)										
	Mani Electronics Ltd, Puducherry-(GSTIN/UIN: 34BBBBB1234B1Z5)										
	<ul> <li>Krishna Trader, Puducherry-(GSTIN/UIN: 34CCCCC1234C1Z5)</li> <li>Naresh Electronics Ltd, Tamilnadu-(GSTIN/UIN: 33DDDDDD1234D1Z5)</li> </ul>										
01.04.20	Purchase the following items from Raj Electronics Ltd, Puducherry										
	Item name	Company Name	Quantity	Price	Sales Price	GST					
	Pen drive	HP	200	500	600	12%					
	Mobile	Samsung	200	12,000	15,000	18%					
	Television	Philips	200	20,000	22,000	18%					
	DVD Player	LG	300	4,500	5,000	28%					
	Washing Machine	LG	200	22,000	25,000	_					
2.04.20	Refrigerator Whirlpool 200 25,000 27,000 28% Sold goods by cheque (50 Refrigerator) to Mani Electronics Ltd.										
2.04.20	Sold goods by cheque (5	0 Refrigerator) to 1	Mani Electroi	nics Ltd.							
1.05.20	Return defected purchase	ed goods (10 Pen d	rive)								
2.05.20	Withdraw cash Rs. 5,00,										
1.06.20	Sold goods on credit (20	Mobile) to Krishn	a Trader.								
2.06.20	Return defected sold goo	ods (2 Refrigerator	).								
01.07.20	Sold goods on credit (50			nics Ltd.							
02.07.20	Sold goods by cheque (2	20 Mobile, 20 Tele	vision) to M	ani Electro	onics Ltd						
01.08.20	Paid Amount of Rs. 50,	00,000 to Raj Elec	tronics Ltd.		omes Liu.						
02.08.20	Paid interest on Loan fo	r Rs.25,000.									
01.09.20	Received Amount of Rs		rishna Trade	r							
02.09.20	Sold goods on credit (5				richna Tradar						
01.10.20	Received Amount of Re	s. 15,00,000 from	Krishna Trac	ler	isilia Trauct.						
	To show GST reports a	nd to make payme	ent GST Liah	oility.							
Answer:-	Net Tax Liability:	1-7-11	CO. Liuc	,.							
	Input SGST@14%-14,	37.320: Input CGS	ST@149% 14	12 000							

### Oberta SRI VOCATIONAL CRAINING CENTRE

### OMEGA SRI VOCATIONAL TRAINING CENTRE-PUDUCHERRY

Kamaraj Nagar, Puducherry - 605 011.

ATTENDANCE REGISTER COURSE: ACCOUNTING ON COMPUTER USING TALLY Db: 0413-2213472 **DURATION: AUGUST-SEPTEMBER 2021** SLNO Name Register No 28.09.21 19,10,21 29.09.21 04.10.21 05.10.21 11.10.21 18.10.21 12.10.21 1 ABIMANYU D 19BB0101 X X X × 1 X × 2 ADITHIYAN K 19BB0102 X V × X K X a × 3 AGASTHIYAN A 19BB0103 V X × X × 0 4 AJAY R 19BB0104 × X X × X 5 AJITH KUMAR B 19BB0105 K X K X° 0 × 1 6 AKASH C 19BB0106 V 1 X' X 2 a 1 7 ARAVINDH S 19BB0107 1 X V X < ¥ 8 ARUNACHALAM R X 19BB0108 0 X × V M 9 BRINDHA C 19BB0109 9 4 a X K 10 CHANDRAMOULI K 19BB0110 X X' 1 X 0 × × 11 CHARAN R X .1 19BB0111 V i × × 12 DATCHINAMOORTHI R 2 2 × X 19BB0112 × 0 × 13 DHASHNAPRIYA E 19BB0113 Y X × X X V X 14 DIVYABHARATHI M M X 1 19BB0114 X X X' V X 15 GUTHPUDEEN A 19BB0115 M X X V V. X 16 HARIHARAN S 19BB0116 X 1 X X V × X 17 HARIKESAV B 19BB0117 X X × V a 19BB0118 18 HARINI D × 0 X 1 V 19 KAMALEESHWARAN A 19BB0119 a X 0 X V a 19BB0120 20 KANIMOZHI K × 1 X X X 19BB0121 21 KAVIPRASHANNA K X X X V 22 KAVIYA ANJALI D S 19BB0122 V X X 0 1 X X 19BB0123 V 23 KESAVAN M X X V X × X 19BB0124 24 KISHOR M X × × 19BB0125 2 25 KISHOTHKUMAR A X X X On 19BB0126 26 LOKESHWARAN R X X K 0 19BB0127 27 MADHESH B X1 X X X X 28 MADHU BRINDHAA R R | 19BB0128 1 X X X X 2 × 19BB0129 29 MAHALAKSHMI M X Y X X 19BB0130 30 MOHANDOSS R X1 X × 19BB0131 X 31 MUNIAPPAN R 01 X X 0 a 19BB0132 × 32 NADHESWARI S Y X X X × a X 19BB0133 X X 33 NAGARATHINAM E X 0 × X X × 19BB0134 34 NARESHKUMAR S K a 1 19BB0135 35 NEVATHIGA G



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	7 NITHISHKUMAR S	19BB0137	X	K	a	×	*		V.	×
3	8 PIRAISUDAN K	19BB0138	X	×	K	×	X	*	×	×
3	9 POOJA T	19BB0139	Κ'	×	~	×	X	7		q
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43	RAGUL R	19BB0143	×	ν'	V	×	×	Ŷ	×	4
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52	SNEHA S	19BB0152	2	×	*	×	~	×	Y	X
53	SRI VIDHYA M	19BB0153	~	*	×	a	×	2	×	×
54	SUBALAKSHMLP	19BB0154	×	a	×	×	×	×	a	X
57	SUHIRTHA R	19BB0155	×,	K	a	×	×	7	~	X
58	VALAVAN S	19BB0156	×	ø	×	~	×		- 5	X
59	VASANT T	19BB0157	×	×	×	×	×	\ a	4	a
60	VETRI A	19BB0158	×	X	×	a	×	·×	V	V
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62	VISHVANDAN G	19BB0160	×	× .	×	X	×	Y	×	2



COORDINATOR

1912 A COORDI



## CERTIFICATE

This is to certify that

Mr. / Ms. / Mrs. KISHOR · M

has successfully completed the Course in

Tally.ERP 9 with GST

During 28 · 08 · 21 to 19 · 09 · 21 with \_\_\_\_ A+\_\_ Grade

Certificate No. 19880124

Date of Issue 01.10.21





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