

# PG & RESEARCH DEPARTMENT OF COMMERCE

**REPORT ON CERTIFICATE COURSE** 

2018 - 2019









Athiyaman Bypass Road, Sogathur Post, Dharmapuri 636 809 Phone : 9443604446, 9443604447 E-mail : dbc155@live.in Website : www.dbcdharmapuri.edu.in



# **REPORT FOR CERTIFICATE PROGRAMMES**

# **ACADEMIC YEAR- 2018 - 2019**

DEPARTMENT NAME	PG & RESEARCH DEPARTMENT OF COMMERCE
DATE -FROM - TO	02-07-2018 - 02-10-2018
VENUE / PLATFORM	NSDC LAB, CLASS ROOM
EVENT (WORKSHOP/ SEMINAR/CONFERENCE/SYMPOSIUM)	WORKSHOP
TOPIC	TALLY
INTAKE	BATCH: 1 = 60 BATCH: 2 = 74
RESOURCE PERSON	Mr. P. NAGAMANI & Mr. M. SURESH
NO OF PARTICIPANTS / BENEFICIARIES	134

# **BRIEF REPORT**

The workshop on TALLY was conducted on **02-07-2018** for Third year UG students. A detailed discussion was held on the accounting information as to what are groups and ledgers. He taught about stock groups, Stock items and units of measures are created. They were made to practice the various entries for a particular company, the maintenance of groups ledgers and inventory. Participants were also imparted knowledge of the area related to taxation. Trainer made the students to create groups and ledgers. It was a good learning session for the students. Entire workshop on Tally was very informative, interactive and knowledgeable.





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# PG AND RESEARCH DEPARTMENT OF COMMERCE CERTIFICATE COURSE – TALLY

#### Learning Objectives

The courses of tally features through transaction made according to the types of organization it desired enable the students to learn to the basis of accountancy, different types of business organization and various financial accounting and inventory report generating features of tally accounting software applicable to each of the business organization.

Our college has been providing Tally Practical to our commerce students (B.Com. B.Com CA, M.Com., and MIB) with the objective of getting knowledge in computerized accounting methods which is used worldwide nowadays. By learning Tally our students can prepare final accounts of a company or firm, prepare cash flow and fund flow statements, ratio analysis and also calculate taxes on VAT, FBT, Service tax, Excise MODVAT, Custom duty, TDS, Advance tax, etc.,

### LEARNING OUTCOMES

- 1. Have an understanding of basic accounting concepts and principles.
- 2. Be able to generate accounting and inventory masters, vouchers and basic reports in tally.
- 3. Have an understanding of advanced accounting and inventory in Tally.
- 4. Get familiar with the technological advantages of tally including multilingual capabilities, remote access, security features and Tally.
- 5. Have an understanding of basic concepts and practical application of VAT, CST, TDS and Service Tax.
- 6. Have an overview of basic concepts of excise for dealers and manufacturers.
- 7. Be able to generate excise reports as per the prescribed formats.
- 8. Conveniently file for E-Return.
- 9. Have an understanding of the concept and features of payroll accounting,
- 10. Be able to generate Payroll reports.





# CERTIFICATE COURSE SYLLABUS (2018 - 2019)

# PRACTICAL - TALLY

Unit – I

## **Company Information**

- a. Company Creation
- b. Select Company
- c. Shut Company
- d. Alter Company
- e. Split Company Data
- f. Backup and Restore

## Unit – II

## Gateway of Tally

- a. Accounts Info
  - a. Groups
  - b. Ledgers
  - c. Voucher Types
- b. Inventory Info
  - a. Stock Group
  - b. Stock Category
  - c. Stock item
  - d. Unit of Measures
  - e. Godown
- c. Accounting Vouchers
- d. Inventory Vouchers



#### Unit – III

## **Statutory and Taxation**

- a. Value Added Tax (VAT)
- b. Tax Deducted at Source (TDS)
- c. Tax Collected at Source (TCS)
- d. Goods and Service Tax (GST)

#### Unit - IV

### Display

- a. Trial Balance
- b. Day Book
- c. Accounts Book
- d. Statement of Accounts
- e. Inventory Books
- f. Statement of Inventory
- g. Statutory Info
- h. Statutory Reports
- i. Cash flow and Fund flow Statements

# **Text Books:**

- 1. Financial Accounting R.L. Guptha nd V.K.Guptha, Sultan Chand and Sons, New Delhi.
- 2. Financial Accounting S.P.Jain and Narang, Kalyani Publishers, Ludhiana.
- 3. Tally 9.0 A Complete Reference Tally Solutions (P) limited.

## **Reference Books:**

- 1. Financial Accounting Reddy and Murthy Margham Publication, Chennaider 17.
- 2. Financial Accounting Dr. S. Ganesan and Kalavathi R. R. Elangovan, Tirumali Publication, Nagercoil.
- 3. Financial Accounting Narayanaswamy, PHI leanning Acoc Managerial Perspective, Private Limited, New Delhi.
- 4. Financial Accounting Mukherjee & Hanif, Megraw Hill Companies 1981-630



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### PG AND RESEARCH DEPARTMENT OF COMMERCE CERTIFICATE COURSE – TALLY BATCH: I NAME LIST

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2	16UCM3585	AJITHKUMAR K	W. FAMO
3	16UCM3586	AJITHKUMAR V	V. MFMD.
4	16UCM3587	ANANDA KUMAR S	Augens
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26	16UCM3610	PRAKESH RAJ K	Republic
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## PG AND RESEARCH DEPARTMENT OF COMMERCE CERTIFICATE COURSE – TALLY BATCH: II NAME LIST

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8	16UCC3470	ARAVINDHAN R	Sounder
9	16UCC3471	ARUN G	Leun
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11	16UCC3473	ARUNESH T	Source
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4316UC3505VIGNESH KUMAR RMELLING4416UCC3506VIJAYANATHAN JJ · M · M4516UCC3507YUVARAJA.R $R$ · M · M4616UCC3508ARITHRA M $A \circ i O h \cdot n \cdot n^{-1}$ 4716UCC3509KALA P $P$ · M4816UCC3510MEGHASREE A $NegVgm \cdot D$ 4916UCC3511POVLINECLARARANI S $p o h e U \cdot a V o h i S$ 5016UCC3512PREMA M $M \cdot P - M$ 5116UCC3513RAMYA KRISHNA K $p o h e U \cdot a V o h i S$ 5216UCC3514UGIN JENIFER J $M \circ i M \cdot M$ 5316UCC3515VICTORIA MARY J $J \cdot V \circ M \circ M$ 5417PCM1593DAYANA JOSEPHINE ADaycon posphere5517PCM1594DIVYA R $R \cdot M \cdot M$	41	16UCC3503	UDHAYAKUMAR S	S. Um
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59	17PCM1600	MANIMEGALAI V	main Galasi V.
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63	17PCM1603	SATHYA S	e. Cortuna
64	17PCM1610	PRABHAKARAN S	Bigshory de.
65	17PCM1612	SANTHOSH T	Sand trath
66	17PCM1601	PRIYANKA B	Privaler. B
67	17PCM1599	MALATHI A	Nahon A
68	17PCM1605	JOHNRAVI K	Forwithon it
69	17PCM1604	AJAY B	Amib
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72	17PCM1607	NAVEENKUMAR N	houlding w.
73	17PCM1596	HEMAVATHI T	Herman T
74	17PCM1614	SONIYA M	M, Romiy

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