



PSC & KVSC GOVERNMENT COLLEGE,
NANDYALA, KURNOOL (Dist.)
DEPARTMENT OF COMMERCE
2021-22

CERTIFICATE COURSE
TALLY

Course Coordinators:

Dr. P. Venkateswarlu – Lecturer in Commerce & Department In charge

Smt. K.J. Vijaya Lakshmi - Lecturer in Commerce

Sri. P. Nataraja Gupta – Lecturer in Commerce

Technical Support Coordinator:

Sri. Jishnu Naga Vijay – Lecturer in Physics & APSSDC College Coordinator

Members:

Smt. Revathi – APSSDC Mentor

Smt. C. Rajani Kumari - Guest Lecturer in Commerce

Sri. P. Kasi Viswanath - Guest Lecturer in Commerce

PERMISSION LETTER

Date: 25-10-2021

Nandyala

From
Department of Commerce
PSC & KVSC Govt. College,
Nandyala,

To
The Principal,
PSC & KVSC Govt. College,
Nandyala.

Respected Madam,

Sub: Seeking permission to Conduct a Certificate Course in "Accounting package- Tally ERP 9"-

Request- Regd.

*permitted
NKG
25/10/21*

We submit that the department of Commerce resolved to conduct a Certificate Course in "Accounting package- Tally ERP 9", duration of 40 hours, for the benefit of B. Com (G) students. It will be an additional qualification to them in getting employment opportunities. Hence, we request you give permission to conduct the certificate course and provide necessary lab facilities for smooth conduct of course.

Thanking you Madam

Yours Faithfully,

[Signature]
In charge of the Department



PSC & KVSC GOVERNMENT COLLEGE, NANDYALA
KURNOOL (Dist.)

TALLY - CERTIFICATE COURSE - 2021-22

COURSE STRUCTURE & SYLLABUS

MODULE-1

INTRODUCTION- FEATURES OF TALLY.ERP 9 - ADVANTAGES OF TALLY ERP 9 - DISADVANTAGES OF TALLY ERP. 9 - HOW TO START- HOW TO CREATE COMPANY IN TALLY ERP 9 - HOW TO EDIT/ALTER A COMPANY IN TALLY - HOW TO CREATE LEDGER IN TALLY ERP 9 (MASTER) VIEW CREATED ACCOUNTS - EDIT OR ALTER AN ACCOUNT - DELETE AN ACCOUNT ---- 10 HOURS

MODULE-2

CHART (GROUP) OF ACCOUNTS - WHAT IS GROUP CONCEPT - HOW TO VIEW GROUP- HOW TO ALTER OR EDIT GROUP -HOW TO DELETE A GROUP IN TALLY ERP 9- PROCESS OF BACKUP OF THE COMPANY -PROCESS OF RESTORE THE BACKUP COMPANY - CREATE LEDGER WHILE POSTING VOUCHER LEDGER ACCOUNTS AND THEIR GROUPS- VOUCHER POSTING- - VOUCHER TYPES. ----10 HOURS

MODULE-3

CREATING INVENTORY MASTERS IN TALLY.ERP 9 - STOCK GROUPS- 1 CREATING STOCK GROUP- STOCK CATEGORIES- CREATING STOCK CATEGORY - GODOWNS / LOCATIONS- CREATING A GODOWN- UNITS OF MEASURE- CREATING UNITS OF MEASURE- STOCK ITEMS- CREATING A STOCK ITEM- CREATING INVENTORY MASTERS FOR NATIONAL TRADERS - CREATE STOCK GROUPS- CREATING MULTIPLE STOCK GROUPS - 2 DISPLAYING AND ALTERING STOCK GROUPS - 3 CREATING SINGLE STOCK CATEGORIES - CREATING MULTIPLE STOCK CATEGORIES- DISPLAYING AND ALTERING STOCK CATEGORIES - CREATING UNITS OF MEASURE- CREATING COMPOUND UNITS OF MEASURE - DISPLAYING AND ALTERING UNITS OF MEASURE - CREATING GODOWNS. ----10 HOURS

MODULE-4

VOUCHER ENTRY IN TALLY.ERP9 - ACCOUNTING VOUCHERS- PURCHASE ORDER AND SALES ORDER IN TALLY ----04 HOURS

MODULE-5

DISPLAY TRIAL BALANCE IN TALLY.ERP 9 - DISPLAY BALANCE SHEET IN TALLY.ERP 9 - SCHEDULE VI BALANCE SHEET - DISPLAY PROFIT & LOSS ACCOUNT -- DISPLAY INVENTORY REPORTS & STATEMENTS IN TALLY ERP 9 - PURCHASE REGISTER - SALES REGISTER -SALES REGISTER -EXCEPTION REPORTS IN TALLY.ERP 9 PAYROLL REPORT - TALLY PRACTICALS- HAND ON PRACTICE. ----06 HOURS



PSC & KVSC GOVERNMENT COLLEGE NANDYALA
DEPARTMENT OF COMMERCE
REPORT ON CERTIFICATE COURSE

CLASS & SEMESTER: III B.COM (G) V SEMESTER

ACADEMIC YEAR: 2021-22

MONTH & YEAR: OCTOBER 2021 TO JANUARY 2022

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INTRODUCTION:

“Knowledge in “Subject” as well as in “Subject Soft Skills” is essential to every student.”

For this the department of Commerce has taken up an activity as a regular practice to organize certificate courses every year to develop subject skills as well as soft skills in commerce stream among B. Com students. The main motto of conducting this activity is to inculcating the Conceptual and Skill oriented Knowledge among B. Com students in accounting practices which were very use full in various fields of Commerce. This will help the students to equip themselves in commerce related jobs easily.

COURSE OBJECTIVES:

1. To give the Conceptual knowledge of accounting.
2. To develop the skills of posting financial transactions using Tally software application and preparation of computerized financial reports.
3. To develop professional skills among students, so that to inculcate the habit of preparation of accounts by using Tally and learn other software's apart from the subjects.
4. To prepare stakeholders as professionals in software accounting, so that to achieve themselves a job opportunity in commerce and Business fields.

PLAN OF ACTION:

The total activity planned from the month of October 2021 to January 2022, 3 hours in a day, mostly in leisure hours by the APSSDC Mentors and faculty members from the department of commerce. The following Syllabus (topics) selected for this Certificate Course purpose.

TOPICS COVERED:

- ❖ INTRODUCTION-FEATURES OF TALLY.ERP 9 - ADVANTAGES OF TALLY ERP 9 - DISADVANTAGES OF

TALLY ERP. 9 - HOW TO START- HOW TO CREATE COMPANY IN TALLY ERP 9 - HOW TO EDIT/ALTER A COMPANY IN TALLY - HOW TO CREATE LEDGER IN TALLY ERP 9 (MASTER) VIEW CREATED ACCOUNTS - EDIT OR ALTER AN ACCOUNT - DELETE AN ACCOUNT

- ❖ **CHART (GROUP) OF ACCOUNTS - VOUCHER TYPES.**
- ❖ **CREATING INVENTORY MASTERS IN TALLY.ERP 9 - STOCK GROUPS**
- ❖ **VOUCHER ENTRY IN TALLY.ERP9 - ACCOUNTING VOUCHERS- PURCHASE ORDER AND SALES ORDER IN TALLY**
- ❖ **DISPLAY OF TRIAL BALANCE- BALANCE SHEET - SCHEDULE VI BALANCE SHEET - PROFIT & LOSS ACCOUNT- INVENTORY REPORTS & STATEMENTS IN TALLY ERP 9 - PURCHASE REGISTER - SALES REGISTER -SALES REGISTER - TALLY PRACTICALS**

PROCESS OF ORGANIZATION:

The total activity was organized from 30-10-2021 to 29-01-2022, total 40 hours, conducting 3 to 4 hours in a day, mostly in leisure hours by the APSSDC Mentor and faculty members from the department of commerce.

CONSOLIDATED STUDENTS' DAY WISE ATTENDANCE

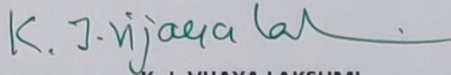
S N	DATE	TOPIC	TOTAL HOURS BY FACULTY	STUDENTS ATTENDED
1	30-10-2021	INTRODUCTION TO TALLY- COMPUTER ADDA- VIDEOS	03	18
2	01-11-2021	FEATURES OF TALLY.ERP 9- COMPUTER ADDA- VIDEOS	03	28
3	02-11-2021	ADVANTAGES OF TALLY ERP 9 - DISADVANTAGES OF TALLY ERP. 9- RECORDED VIDEOS	03	28
4	05-11-2021	HOW TO START- HOW TO CREATE COMPANY IN TALLY ERP 9 – RECORDED VIDEOS	03	25
5	06-11-2021	HOW TO EDIT/ALTER A COMPANY IN TALLY- HAND ON PRACTICE	03	20
6	16-11-2021	HOW TO CREATE LEDGER IN TALLY ERP 9 (MASTER) VIEW CREATED ACCOUNTS - HAND ON PRACTICE	03	08
7	17-11-2021	EDIT OR ALTER AN ACCOUNT - DELETE AN ACCOUNT - HAND ON PRACTICE	03	05
8	19-11-2021	CHART (GROUP) OF ACCOUNTS - VOUCHER TYPES - HAND ON PRACTICE- HAND ON PRACTICE	03	07
9	20-11-2021	CHART (GROUP) OF ACCOUNTS - VOUCHER TYPES- HAND ON PRACTICE.	03	02
10	22-11-2021	CREATING INVENTORY MASTERS IN TALLY.ERP 9 - STOCK GROUPS – HAND ON PRACTICE.	03	15
11	24-11-2021	VOUCHER ENTRY IN TALLY ERP 9 - ACCOUNTING VOUCHERS- PURCHASE ORDER AND SALES ORDER IN TALLY- HAND ON PRACTICE	03	06
12	26-11-2021	DISPLAY OF TRIAL BALANCE- BALANCE SHEET - SCHEDULE VI BALANCE SHEET - PROFIT & LOSS ACCOUNT- HAND ON PRACTICE	03	26
13	29-11-2021	- INVENTORY REPORTS & STATEMENTS IN TALLY ERP 9 - PURCHASE REGISTER - SALES REGISTER -SALES REGISTER	03	13
14	29-01-2021	TALLY PRACTICALS- HAND ON PRACTICE	03	06
TOTAL HOURS			42	207

Course Outcome: -

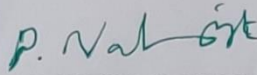
We the Department of Commerce, PSC & KVSC Government College, Nandyala, Kurnool Dist., was organized 42 hours Certificate Course in Tally in association with APSSDC from 30-10-2021 to 29-01-2022, for III-year B. Com Students. In this Certificate Course Total 28 students enrolled. 3 hours per day, students attended the classes and hand on practice. Minimum attendance is 02 and Maximum 28, average attendance is 52.8 %. Through this course, Students learned accounting soft skills and express their satisfaction in learning such useful course for enhancing their soft skills, which were very necessary in their career and Present scenario. Students who were participated in this certificate course get participation and course completion certificates.

Conclusion: -We are very happy to provide the conceptual knowledge as well as skill-oriented knowledge in the minds of the students, which is very useful to them in present scenario. we express our sincere thanks to our Principal Dr. N. Sasikala madam and Dr. Y. Jishnu Nag Vijay, Lecturer in Physics & College Co-Ordinator of APSSDC, who gave their support to organize this program successfully. We also express our whole hearted thanks to our college APSSDC Mentor Smt. Revathi, for her full support to organize and complete this course successfully.

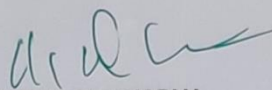
FACULTY OF COMMERCE

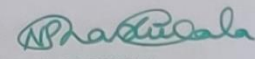

K. J. VIJAYA LAKSHMI

Lecturer in Commerce & Course Convenor
PSC & KVSC Government College, Nandyala.


P. NATARAJA GUPTA

Lecturer in Commerce & Course Convenor
PSC & KVSC Government College, Nandyala.

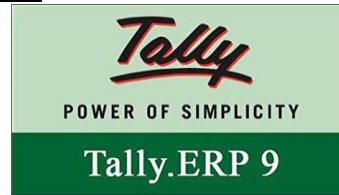

Dr. P. VENKATESWARLU
Course Convenor
Lecturer In charge
PSC & KVSC Govt College, Nandyala.

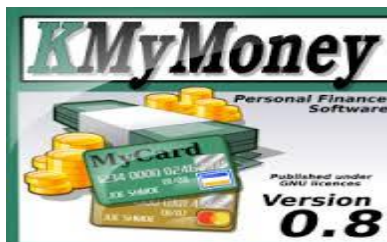

Dr. N. SASIKALA
Signature of the Principal
PSC & KVSC Govt. College, Nandyala.

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Tally Material

ACCOUNTING PACKAGES- LOGOS





INTRODUCTION

ACCOUNTING PACKAGES

1. QuickBooks

QuickBooks is an accounting software package developed and marketed by Intuit. QuickBooks products are geared mainly toward small and medium-sized businesses and offer on-premises accounting applications as well as cloud-based versions that accept business payments, manage and pay bills, and payroll functions.

Developed by: Intuit

License: Proprietary

Stable release: 2019

Operating system: Microsoft Windows; macOS (USA only)

Developer(s): Intuit Inc.

2. Tally. ERP 9

Tally. ERP 9 is an enterprise resource planning software developed by Tally Solutions Pvt Ltd, headquartered in Bangalore, Karnataka India. Tally. ERP 9 software serves more than 1.6 million users across the globe.

License: Proprietary

Initial release: Tally. ERP 9 Series A Release 1.0 12 March 2009; 11 years ago

Stable release: Tally. ERP 9 Release 6.6 / 20 February 2020; 2 months ago

Developer(s): Tally Solutions

Size: 256 MB RAM

Operating system: 32-bit OS – Microsoft Windows XP-SP3 and later 64-bit OS – Microsoft Windows XP-SP2 and later

3. GnuCash

GnuCash is an accounting program that implements a double-entry bookkeeping system. It was initially aimed at developing capabilities similar to Intuit, Inc.'s Quicken application, but also has features for small business accounting.

Developer(s): GnuCash development team

Stable release: 3.10 / 12 April 2020; 14 days ago

Initial release: 1998

Original author(s): Robin Clark - X-Accountant, Gnumatic (Linas Veptas)

License: GNU General Public License; Apache License 2 (Android App)

Written in: Scheme, C++, Java

4. Odoo

Odoo is business management software including CRM, e-commerce, billing, accounting, manufacturing, warehouse, project management, and inventory management. The Community version is the LGPLv3 open source version, supplemented by the Enterprise version's proprietary features and services.

Original author(s): Fabien Pinckaers

Developer(s): Odoo S.A., Community

Stable release: 13.0 / October 3, 2019; 6 months ago

Initial release date: February 2005

Preview release: master

Written in: Python, JavaScript, XML

5. TurboCASH

TurboCASH is an accounting software package, developed by a project team headed by Philip Copeman, a South African. It has been continuously developed since April 1985, and was released under the GNU General Public License in July 2003. As of version 5, the software requires an annual subscription fee.

Written in: Delphi

Stable release: 5.0.0.969 / 16 August 2016; 3 years ago

Operating system: Windows

Developer(s): Pink Software

Initial release: April 1985

License: GPL

6. Sage X3

Sage X3 is an enterprise resource planning product developed by Sage Group aimed at established businesses. The product was formerly known as Sage ERP X3 and is available in many of the territories that Sage operate. The product line which evolved into Sage X3, Adonix X3, was purchased by Sage in 2005.

Developed by: Sage Group

Stable release: 2019

License: Proprietary

7. NewViews

NewViews is accounting software that is developed and distributed by Q.W.Page Associates Inc., a privately held company based in Aurora, Ontario, Canada. NewViews is noted for its integrated, non-modular approach, which enables the total financial cycle to be updated instantly as each transaction is added.

Operating system: Microsoft Windows

Developer(s): Q.W.Page Associates Inc

Stable release: 2.34.1 (current release) / February 12, 2020

8. Open System Accounting Software

Open Systems Accounting Software is a business accounting software package for small-to medium-sized businesses using the Microsoft Windows, Linux, and Mac OS X operating systems. It has been developed and sold since 1976 by Open Systems, Inc. of Shakopee, MN.

Operating system: Windows XP or later, Linux, Mac OS X

9. ERPNext

ERPNext is a free and open-source integrated Enterprise Resource Planning software developed by Frappé Technologies Pvt. Ltd. and is built on MariaDB database system using a Python based server-side framework. ERPNext is a generic ERP software used by manufacturers, distributors and services companies.

License: GNU GPLv3

Original author(s): Rushabh Mehta

Initial release date: 2008

Developer(s): Frappé Technologies Pvt. Ltd. and Community

Stable release: 12.0.0 / 22 July 2019; 9 months ago

Written in: Python, JavaScript

10. Metasfresh

metasfresh is an Open Source / Free Software Enterprise Resource Planning software designed and developed for Small and medium-sized companies.

Operating system: Server: Linux; Clients: Windows, OS X, Linux, Android, iOS

Developer(s): metas GmbH, Community

Written in: Java, JavaScript, XML, SQL

11. Banktivity

Banktivity, formerly known as iBank is a personal finance management suite designed for macOS and iOS platforms by IGG Software and debuted in 2003 as a Mac desktop software.

12. Moneyspire

Moneyspire is personal finance software and small business accounting software developed by Moneyspire Inc. The software is available in two versions, one for Windows and another for macOS. The software tracks accounts, loans, bills, investments and budgets.

13. RCA Open-Source Application (ROSA)

RCA Open-Source Application is an open-source management accounting application that aims to provide decision support information to managers. Wikipedia

Operating system: Cross-platform, Windows, Linux, Unix, Mac OS X

14. Dolibarr ERP CRM

Dolibarr ERP CRM is an open source, free software package for small and medium companies, foundations or freelancers. It includes different features for enterprise resource planning and customer relationship management but also other features for different activities. Wikipedia

License: GNU General Public License 3.0

Written in: PHP

Developer(s): Dolibarr team (Project leader: Laurent Destailleur)

Stable release: 11.0.3 / March 19, 2020; 37 days ago

15. KMyMoney

KMyMoney is a double-entry bookkeeping system mainly for personal finance management by KDE. Its operation is similar to Microsoft Money and Quicken. It supports different account types, categorization of expenses and incomes, reconciliation of bank accounts and import/export to the “QIF” file format. Wikipedia

Developer: KDE

Written in: C++

License: GNU General Public License

16. Tryton

Tryton is a three-tier high-level general purpose computer application platform on top of which is built an Enterprise resource planning business solution through a set of Tryton modules. The three-tier architecture consists of the Tryton client, the Tryton server and the Database management system.

Initial release date: 2008

Stable release: 5.4 / 4 November 2019; 5 months ago

Developer(s): Cédric Krier and the Tryton community

Operating system: BSD, Linux, Mac OS X, Windows

License: GPLv3

Written in: Python, JavaScript

17. Traverse

TRAVERSE Accounting and Business Software is a business accounting software suite for small- to medium-sized businesses using the Microsoft Windows operating system. First produced in 1994 by Open Systems, Inc., TRAVERSE is a group of interrelated applications which operate in tandem.

Operating system: Windows XP or later

Developer(s): Open Systems, Inc

18. Teaspiller

Teaspiller was a web application launched in 2010 for accountants. In 2013 the company was acquired by Intuit, Inc as part of their TurboTax product line. The Teaspiller employees and code were all acquired and the product has been relaunched as "TurboTax CPA select".

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INTRODUCTION TO TALLY

INTRODUCTION

Maintaining accounts under the manual system accounting is a tedious and time-consuming activity. Under this system, transactions are first recorded in journals, then the entries are posted into the respective ledger accounts and then a trail balance is computed to verify whether the ledger summaries of all account transactions are accurate. If the totals of the debit side and credit side of the trail balance are not equal, adjusting entries are passed and ledger entries are corrected. Finally, the transactions data is used to prepare the accounting reports for each accounting period. With the increase in scale of business and volume of business transactions, the difficulties and complexities of maintaining accounts also increases.

Computerized accounting puts an end to the above tedious and time-consuming process. It involves the simple cycle of one-time creation of the ledgers, followed by the recording of day-to-day transactions. The rest of the accounting process including generation of financial reports is automated.

DIFFERENT ACCOUNTING SOFTWARES

There are no. of Accounting Softwares available in the market. Here, a list of popular Accounting Softwares is : Tally → Busy → Wings → Quickbooks PRO → Sage Peachtree Complete Accounting MYOB- AccountEdge → Netsuite Small Business → Cougar Mountain

STORY BIHIND TALLY

During the late 60's, Shri Shyam Sunder Goenka, moved out of Kolkata and set up his textile business in Bangalore which supplied raw material and machinery to textiles mills. During the course of his business, Shri S.S Goenka wanted to automate his accounting operations but he found the existing accounting softwares to be extremely complicated and difficult to use. With a vision to simplify his accounting operations, Shri S.S Goenka suggested his son, Bharat Goenka to develop an accounting solution which led to the birth of Tally Solution in 1986. Since its inception, Tally Solutions has been relentlessly working to provide robust business management applications to business houses in India and other geographies around the world.

SHYAM SUNDER GOENKA – THE INDIAN ENTREPRENEUR

Shyam Sunder Goenka born on 15 October 1932 in Kolkata in a Marwari family to parents Thakursi Das Goenka and Bhagwani Devi Goenka. He was an Indian entrepreneur, Founder and Executive Chairman of Tally Solution, Bangalore, one of India's first software product companies. Early life and background Shyam Sunder Goenka graduated in Commerce from West Bengal State University. During the late 60's, he moved out of Calcutta, to set up his own textile machinery business called Vijay Bobbins and Industries Pvt. Ltd. in Bangalore. Career In the 80's, while running the textile machinery business, Shyam Sunder Goenka was looking for a software to manage his business but was unable to find one which was simple and efficient. This prompted him to inspire his son, Bharat Goenka, to pursue his passion for software and technology to create software that would handle financial accounts for his business. He emphasized to his son that software must be such that it makes the life of the users easier. His insights and guidance led to the creation of simple and easy to use software called Peutronics Financial Accountant (PFA). He took the first version to the market to sell

to hitherto unknown buyers, before taking advantage of his social network and business associates for adoption. The positive response that the software received in an age where buying computers was still an expensive affair for companies in India, led S.S. Goenka to believe in the product's potential and market reach. In 1986, he along with his son established Peutronics as a company which later morphed into Tally Solutions Pvt. Ltd. in 1999 and the software, PFA became popular as Tally. Headquartered in Bangalore, India, S.S Goenka with his strategic insight expanded the company to three metro cities in India- Mumbai, Delhi and Kolkata, along with an international office at London. S.S Goenka's vision, business ethos and acute entrepreneurship led to the early popularity of the product with more than lakh customers. He was also instrumental in laying the foundation for a strong channel partner network for Tally in India. He died of a heart attack on 21 October 2002 in Bangalore at the age of 70. **BHARAT GOENKA – THE FATHER OF TALLY** Mr. Bharat Goenka is the Vice Chairperson of Tally Solutions Pvt. Ltd. A technocrat at heart, he established Tally Solutions (earlier known as Peutronics) in 1986, under the guidance of his father Late Shri SS Goenka, to leverage technology to help entrepreneurs manage their business better. Under his dynamic leadership, Tally has grown from an accounting package for SMEs to a complete business software for all types and sizes of businesses.

INTRODUCTION TO TALLY. ERP 9

Among accounting softwares, Tally. ERP 9 stands out for its simplicity and efficiency. It is one of the fastest and most powerful concurrent Multi-lingual business Accounting and Inventory Management softwares available in the market. It is a fully integrated, affordable and highly reliable software. Tally. ERP 9 is easy to buy, quick to install, and easy to learn and use. Tally. ERP 9 is designed to automate and integrate all business operations, such as sales, finance, purchasing, inventory, and manufacturing.

SALIENT FEATURES OF TALLY. ERP 9

1. A leading accounting package: The first version of Tally was released in 1988 and, through continuous development, is now recognized as one of the leading accounting packages across the world, with over a quarter million customers. Tally's market share is more than 90%.
2. No accounting codes: Unlike other computerized accounting packages which require numeric codes, Tally. ERP 9 pioneered the 'no accounting codes' concept. Tally. ERP 9 users have the freedom to allocate meaningful names in plain English to their data items in the system.
3. Complete business solution: Tally. ERP 9 provides a comprehensive solution to the accounting and inventory needs of a business. The package comprises financial accounting, book-keeping and inventory accounting. It also has various tools to extract, interpret and present data.
4. Integrated/ Non-integrated accounting and inventory: With Tally. ERP 9, the user is able to choose between accounting and accounting with inventory. If accounting with inventory is opted for, the user can choose whether it should be integrated or not.
5. Flexible and easy to use: Tally. ERP 9 is very flexible. It mimics the human thought process, which means that Tally. ERP 9 can adapt to any business need. Tally. ERP 9 users need not change the way their business is run to adapt to the package.

6. Speed: Tally. ERP 9 provides the capability to generate instant and accurate reports, which assists the management to take timely and correct decisions for the overall productivity and growth of the company.

7. Power: Tally. ERP 9 allows the user to maintain multiple companies and with unlimited levels of classification & grouping capabilities. It also allows drill down facility from report level to transaction level.

8. Flexibility: Tally. ERP 9 provides flexibility to generate instant reports for any given period (month/year) or at any point of time besides providing the facility to toggle between Accounting & Inventory reports of the same company or between companies.

9. Concurrent multi-lingual capability: Tally. ERP 9 offers you the exclusive capability of maintaining your accounts in any Indian language, viewing them in another language and printing them in yet another Indian language.

10. Real time processing: Immediate posting & updating of books of accounts as soon as the transactions are entered, thereby facilitating instant statements & Reports. It also facilitates real-time multi-user environment.

11. Versatility: Tally. ERP 9 is suitable for a range of organizations, from small grocery stores to large corporations with international locations and operations.

12. Multi-platform availability: Tally. ERP 9 is available on Windows 95, 98, ME, 2000 and NT. It runs on a single PC or on a network. On a network, it supports access via any combination of platforms. 13. Online Help: The Tally. ERP 9 Online Help (Alt + H) provides instant assistance on basic and advanced features or any other relevant topics of Tally. ERP 9.

14. Tally.NET: is an enabling framework which establishes a connection through which the remote user can access the Client's data without copying / transferring the data.

15. Remote Access: Tally. ERP 9 provides remote capabilities to access the data from anywhere and anytime.

16. Control Centre: works as an interface between the user and Tally. ERP 9 installed at different sites and enables the user to centrally configure and administer Site/User belonging to an account. 17. Support Centre: allows a user to directly post his support queries on the functional and technical aspects of the Product.

18. Auditor's Edition: Tally. ERP 9 offers a special Auditors' Edition of Tally. ERP 9, which provides auditing and compliance capabilities exclusively for Chartered Accountants.

HISTORICAL VERSIONS OF TALLY

Over the years, Tally has undergone a revolution that led it to discover different versions of Tally initially, Tally has a single version which by meantime replicated into different versions. Let us have a look at those different versions of Tally.

Tally 3.0 (1990): Tally 3.0 is the first version of Tally that has been used for basic accounting needs of small businesses. But, the software needs external and special commands to perform the operation. And, it supports only Microsoft DOS.

Tally 3.12 (1991): Tally 3.12 is similar to the before version i.e. Tally 3.0. Here, few features have been updated. Still, it resembles the operation done as like Tally 3.0 Tally 4 (1992):

Tally 4 is the next version of Tally came up in the year 1992. As like Tally 3.0 and Tally 3.12, it also supports Microsoft DOS and differs slightly from that of the rest two versions.

Tally 4.5 (1994): Tally 4.5 is a DOS-based program. DOS program is very lightweight and hence the operation will be completed quickly.

Tally 5.4 (1996): Followed by Tally 4.5, Tally 5.4 is the next version of Tally. It is a graphic interface version that became popular in masses. Within a short period, its pirated version has made Tally as the best accounting software.

Tally 6.3 (2001): Tally 6.3 is the next Tally version that supports Windows operating system. It is the true windows based version thereby supporting printing and VAT. In addition, Tally 6.3 has been built with watertight security that made the software hard to crack.

Tally 7.2 (2005): Tally 7.2 is the version that came up with new additional features. It is the fastest version where operations are completed faster than before. Additional features including statutory compliant features, different VAT values, etc made it more unique than usual versions.

Tally 8.1 (2006): Tally 8.1 is the version that adds new data structure to the Tally. It adds the module of POS and payroll feature in this version. The version was not welcomed by people as expected. Hence, Tally team has moved forward to launch another version.

Tally 9 (2006): Tally 9 is the next version of Tally with 9 added features. The features of Tally 9 includes excise, payroll, e- TDS filing facility, FBT, TDS, and other regular features related to accounting and inventory management.

Tally ERP 9 (2009): Tally ERP 9 is the latest version of Tally since 2009. It has lingual many business organizations. It has advanced features including GST calculations, invoice and payroll procedures, remote access, multi-user login, and transaction procedures. Nowadays, businessmen wish to have a complete business solution software like Tally.

Tally 18: Many Tally users have been waiting for its recent updated version Tally 18. Several features of Tally ERP 9 has been updated and tuned as per user convenience.

ADVANTAGES OF TALLY

1. Installation of Tally is fast and easy: Tally has a simple procedure of installation and the software does not require high level of hardware configuration for installation. It takes not much time to install and you do not require more than 8 MB space for loading the software. Buyers can specify the directory to install the software and get it installed in one minute.
2. Integrated/Non-integrated accounting and inventory: In Tally ERP. 9, the user is able to choose between accounting and accounting with inventory. If accounting with inventory is opted for, the user can choose whether it should be integrated or not.
3. User-friendly: Tally software is very simple to use and a person without much knowledge of accounting or computers can use this software.
4. Speed: Tally. ERP 9 provides the capability to generate instant and accurate reports, which assists the management to take timely and correct decisions for the overall productivity and growth of the company.

5. Flexible: Tally. ERP 9 provides flexibility to generate instant reports for any given period (month/year) or at any point of time.

6. Concurrent multi-lingual capability: Tally. ERP 9 offers the exclusive capability of maintaining your accounts in any Indian language, viewing them in another language and printing them in yet another Indian language.

7. Real time processing: Tally provides immediate posting and updating of books of accounts as soon as the transactions are entered, thereby facilitating instant statements and reports. It also facilitates real-time multi-user environment.

8. Complete business solution: Tally is a complete business solution as it provides facilities like accounting, inventory management, payroll, point of sale, tax compliance, financial management, banking etc.

9. Versatility: Tally is suitable for a range of organizations. A small trader to big manufacturing organization, all business organizations can use Tally Software.

10. High operating system compatibility: It runs on many operating systems and it is very compatible to other software products. It can be installed on Windows NT, Windows 95, Windows 98, and Windows 2000.

11. Generate Quotations, Orders, Invoice, Voucher and Cheque Printing: Tally ensures real-time linking of accounts and inventory besides enabling instantaneous generation of documents, which can either be printed or mailed directly to the recipient.

12. Auditor's Edition: Tally offers special edition of Tally. ERP 9 exclusively for Auditors with extensive auditing and compliance tools to effectively conduct Audit and expedite the audit process. 13. Online Help: Tally. ERP 9 is in built with online help mechanism which provides context sensitive help on numerous product features and functionality.

14. Remote Access: Tally provides remote capabilities to access the data from anywhere and anytime.

15. Split Company Data: Tally. ERP 9 allows splitting of company data into multiple companies for the required financial period.

16. Import and Export of Data: Tally. ERP 9 allows you to flexibly export and import data in various formats such as MS EXCELL, JPEG, PDF, XML, HTML, or ASCII format.

17. Backup\restore Data: Tally. ERP 9 provides automatic backup facility to secure your company from any kind of data loss/corruption and helps in smooth functioning of your business.

18. Graphical analysis of data: Tally. ERP 9 allows easy analysis of results/reports with graphical representation of values.

19. Accuracy: In Tally user need to record Voucher entry only, rest all the functions are performed by software automatically. So, there are very less chances of error in Tally. to prevent devious grouping of information besides ensuring that there are no external changes to the data.

21. E-Mail Facility: Tally. ERP 9 supports mailing of required information to intended recipients and also mass mailing facility for certain reports like Pay slip etc.

DISADVANTAGES OF TALLY

1. Not User-Friendly: Tally fails to be a userfriendly software. It does not help you use it with ease. It is of course a simple software but not everyone can grasp the knowledge of accounting soon after installing. Hence it fails to guide its users in a simple way on how to use it when you do not know have much knowledge about accounting.

2. Single window software: It does not allow to open the same transaction screen from multiple computers. Therefore it becomes time consuming unlike other software that allows you to work on more than one ledger at a time. Tally allows only one ledger at a time which makes it difficult for the user to view other things in it at once.

3. No Useful Upgrades: They have brought out new versions of Tally but the improvement has been bare minimum. There was Tally 4.5 and till Tally 9 ERP but the difference is hardly noticeable. And in case you have got yourself the old Tally then you cannot improve it with new features that the latest version has, which is one of the biggest drawbacks of this software. You are stuck with one kind of tally as the developers does not care to check on the old existing Tally that are still being used. However they have now made it possible to move from 7.2 to 9 and it is a good start.

4. Is not ideal for Multi-branch: In case you have multiple branches, Tally becomes way too expensive to run. You will have to invest in Servers and LAN bundled with Tally.net. Furthermore the sync is not real-time. It needs manual sync and the data is not updated if the accountant is not available in any of the branches to sync manually.

5. Not Flexible: The default setting button is not provided. In case you want to change the setting after the configuration settings are done. You have to restart and delete all the ledgers and start again from the beginning. Once you have created the journal voucher it is not possible to make changes in it. In Tally ERP once you have set the level of the items in the inventory you cannot set the level once again after the reorder. This makes it very rigid and difficult to use.

6. No Central Support: The support system of this software is still lagging behind and that makes it difficult for the users to find support when there is any issue with the software. It makes the users find even more difficult in operating it as there are no good supports from the other side to help them out with the training on how to use it.

7. Low Security: You have to be very careful with the password as well. Once you lose or forget the user password the retrieving of data is very difficult and quite time consuming. Also there is a alarming possibility of losing the data in case of a virus or hard disk crash.

8. No Customization: Customization is very limited. When they customize their product for you, you do not get the complete package and it makes it even more difficult for you to work with as you pay the price but then you have to settle for minimum.

9. Bad Integration of Invoicing Modules: Tally does not have any modules that you can call as an extra feature that results automatically when using a feature that already exists independently. So it does not provide account payable, receivable, etc. unlike quick book and other software.

10. Risk of Data Loss and intrusion: As it is an offline software therefore it has no backup in case your system crash or some mishap takes place. Therefore you have to separately back up your data which gives birth to extra work.

DIFFERENCES BETWEEN MANUAL ACCOUNTING AND COMPUTERISED ACCOUNTING

Meaning : Manual Accounting is a system of accounting that uses physical registers and account books, for keeping financial records.

Computerized Accounting is an accounting system that uses an accounting software, for recording financial transactions electronically.

Recording: Recording is possible through book of original entry.

Data content is recorded in customized database.

Calculation: All the calculation is performed manually.

Only data input is required, the calculations are performed by computer system.

Speed: Slow Comparatively faster.

Adjusting entries: It is made for rectification of errors.

It cannot be made for rectification of errors.

Backup: Not possible

Entries of transactions can be saved and backed up

Trial Balance: Prepared when necessary.

Instant trial balance is provided on daily basis.

Financial Statement: It is prepared at the end of the period, or quarter.

It is provided at the click of button.

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PSC & KVSC GOVERNMENT DEGREE COLLEGE NANDYALA, KURNOOL(Dist.)
DEPARTMENT OF COMMERCE- 2021-22 - PHOTOS - CERTIFICATE COURSE ON SKILL DEVELOPMENT
III B. COM(G)- COURSE: TALLY -- 30-10-2021 --2020-21----DAY-1



III B.COM (G) & M.COM STUDENTS IN TALLY CLASS – ATTENDANCE--18





PSC & KVSC GOVERNMENT DEGREE COLLEGE NANDYALA, KURNOOL(Dist.)
DEPARTMENT OF COMMERCE- 2021-22 - PHOTOS - CERTIFICATE COURSE ON SKILL DEVELOPMENT
III B. COM(G)- COURSE: TALLY -- 30-10-2021 --2020-21----DAY-1



III B.COM (G) & M.COM STUDENTS IN TALLY CLASS – ATTENDANCE—18

III B. COM(G)- COURSE: TALLY -- 01-11-2021 --2020-21----DAY-2

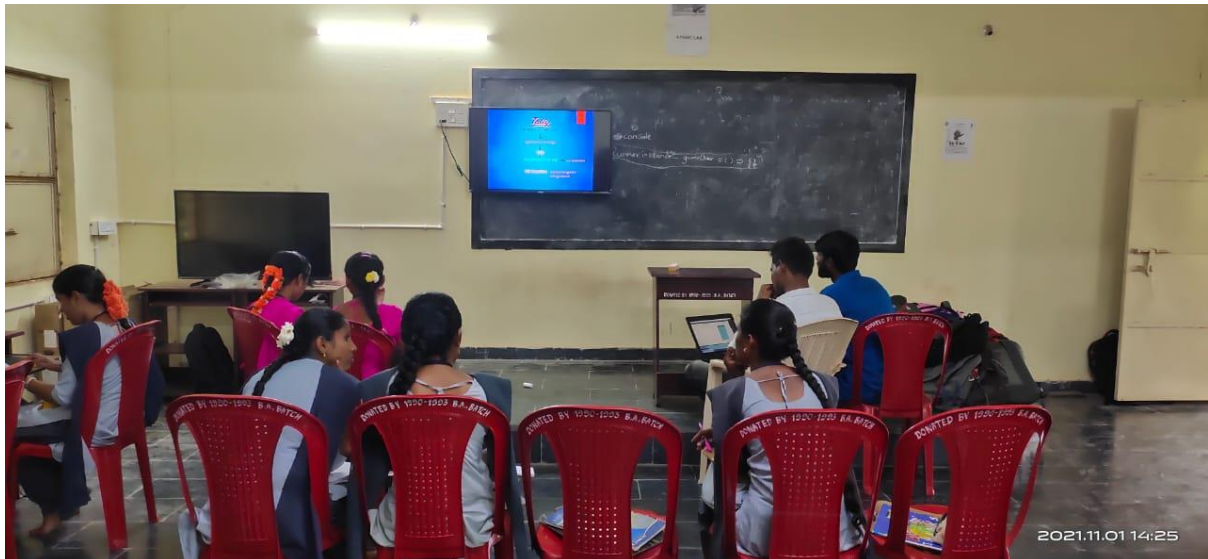


1-11-2021- III B.COM (G) & M.COM STUDENTS IN TALLY CLASS – ATTENDANCE—28





PSC & KVSC GOVERNMENT DEGREE COLLEGE NANDYALA, KURNOOL(Dist.)
DEPARTMENT OF COMMERCE- 2021-22 - CERTIFICATE COURSE ON SKILL DEVELOPMENT
III B. COM(G)(CA) AND M. COM - COURSE: TALLY -- 01-11-2021 -2020-21----DAY-2



III B. COM(G)(CA)& M. COM- COURSE:TALLY- 02-11-2021-2020-21-DAY-3
ATTENDANCE-28





PSC & KVSC GOVERNMENT DEGREE COLLEGE NANDYALA, KURNOOL(Dist.)
DEPARTMENT OF COMMERCE- 2021-22 - CERTIFICATE COURSE ON SKILL DEVELOPMENT
III B. COM(G)(CA) AND M. COM - COURSE: TALLY - 05-11-2021 - 2020-21-DAY-4- ATTENDANCE-25





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DEPARTMENT OF COMMERCE- 2021-22 - CERTIFICATE COURSE ON SKILL DEVELOPMENT
III B. COM(G)(CA) AND M. COM - COURSE: TALLY - 06-11-2021 -2020-21-DAY- 5- ATTENDANCE-20





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DEPARTMENT OF COMMERCE- 2021-22 - CERTIFICATE COURSE ON SKILL DEVELOPMENT
III B. COM(G)(CA) AND M. COM - COURSE: TALLY - 16-11-2021 -2020-21-DAY- 6- ATTENDANCE-08





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III B. COM(G)(CA) AND M. COM - COURSE: TALLY - 17-11-2021 -2020-21-DAY- 7- ATTENDANCE-05





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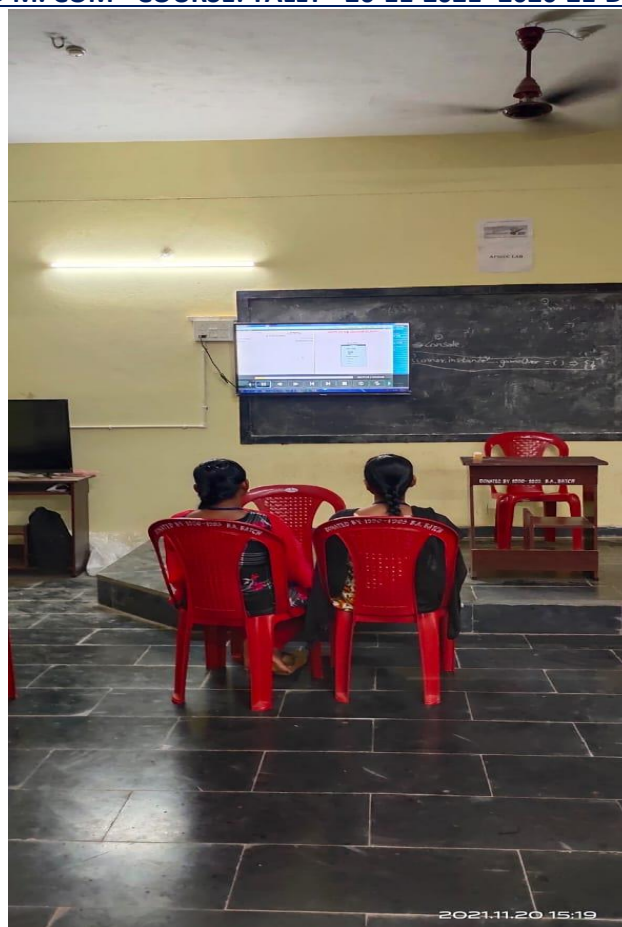
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DEPARTMENT OF COMMERCE- 2021-22 - CERTIFICATE COURSE ON SKILL DEVELOPMENT

III B. COM(G)(CA) AND M. COM - COURSE: TALLY - 20-11-2021 -2020-21-DAY- 9- ATTENDANCE-02



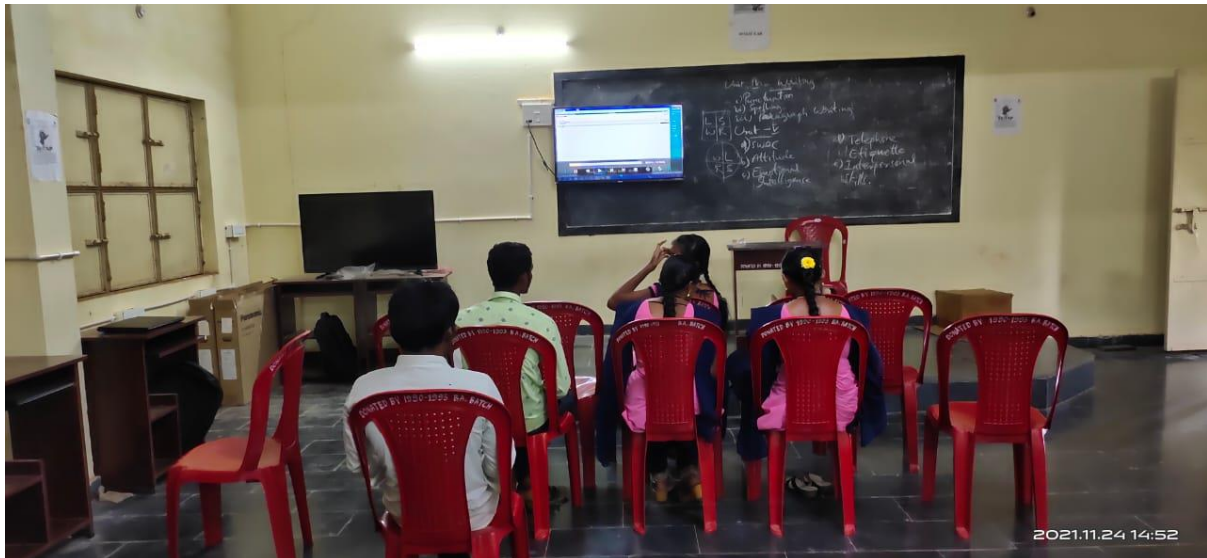


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III B. COM(G)(CA) AND M. COM - COURSE: TALLY - 22-11-2021 -2020-21-DAY- 10- ATTENDANCE-15





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III B. COM(G)(CA) AND M. COM - COURSE: TALLY - 24-11-2021 -2020-21-DAY- 11- ATTENDANCE-06



III B. COM(G)(CA) AND M. COM- COURSE: TALLY - 26-11-2021 -2020-21-DAY- 12- ATTENDANCE-26





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DEPARTMENT OF COMMERCE- 2021-22 - CERTIFICATE COURSE ON SKILL DEVELOPMENT
III B. COM(G)(CA) AND M. COM - COURSE: TALLY - 29-11-2021 -2020-21-DAY- 13- ATTENDANCE-13



III B. COM(G)(CA) AND M. COM - COURSE: TALLY - 29-01-2021 -2020-21-DAY- 14- ATTENDANCE-06





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DEPARTMENT OF COMMERCE- 2021-22 - CERTIFICATE COURSE ON SKILL DEVELOPMENT
III B. COM(G)(CA) AND M. COM - COURSE: TALLY - 29-01-2021 -2020-21-DAY- 14- ATTENDANCE-06



Signatures of the program Coordinators

1.

Dr. P. VENKATESWARLU

Lecturer in Commerce & Course Convenor
PSC & KVSC Government College, Nandyala.

2.

K. J. VIJAYA LAKSHMI

Lecturer in Commerce & Course Convenor
PSC & KVSC Government College, Nandyala.

3.

P. NATARAJA GUPTA

Lecturer in Commerce & Course Convenor
PSC & KVSC Government College, Nandyala.

4.

Dr. Y. JISHNU NAG VIJAY

Lecturer in Physics & Course Convenor
PSC & KVSC Government College, Nandyala.

Dr. P. VENKATESWARLU

Lecturer In charge, Course Convenor
PSC & KVSC Govt. College, Nandyala.

Dr. N. SASIKALA

Signature of the Principal
PSC & KVSC Govt College, Nandyala.

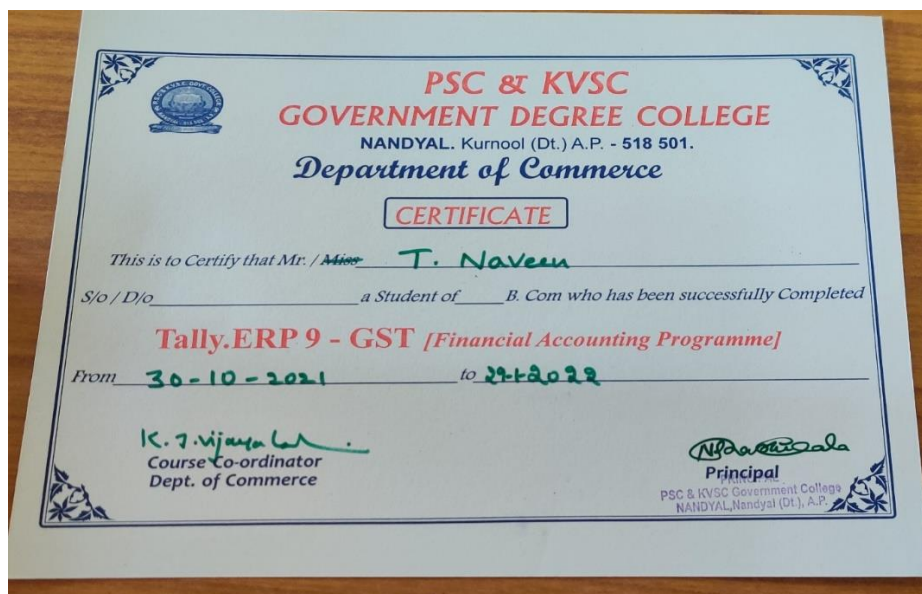


PSC & KVSC GOVERNMENT DEGREE COLLEGE NANDYALA KURNOOL(Dist.)
DEPARTMENT OF COMMERCE- 2021-22
CERTIFICATE COURSE ON SKILL DEVELOPMENT - TALLY
III B. COM(G) - CERTIFICATES





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DEPARTMENT OF COMMERCE- 2021-22
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III B. COM(G) - CERTIFICATES





PSC & KVSC GOVERNMENT DEGREE COLLEGE NANDYALA KURNOOL(Dist.)
DEPARTMENT OF COMMERCE- 2021-22
CERTIFICATE COURSE ON SKILL DEVELOPMENT - TALLY
III B. COM(G) - CERTIFICATES

PSC & KVSC GOVERNMENT COLLEGE NANDYALA- KURNOOL(Dist.)
DEPARTMENT OF COMMERCE- CERTIFICATE COURSE ON SKILL DEVELOPMENT - TALLY
III B. COM(G) – CERTIFICATES - 2021-22

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PSC & KVSC
GOVERNMENT DEGREE COLLEGE
NANDYALA, Kurnool (Dl.) A.P. - 518 501.
Department of Commerce

CERTIFICATE

This is to Certify that Mr./Miss Naga Lakshmi
a Student of III B. Com who has been successfully Completed
Tally.ERP 9 - GST (Financial Accounting Programme)
From 30-10-2021 to 29-01-2022

[Signature]
Course Co-ordinator
Dept. of Commerce

[Signature]
Principal
PSC & KVSC Government College,
Nandyala

=====

Signatures of the program Coordinators

[Signature]
Dr. P. VENKATESWARLU
Lecturer in Commerce & Course Convenor
PSC & KVSC Government College, Nandyala.

[Signature]
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PSC & KVSC Government College, Nandyala.

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Dr. P. VENKATESWARLU
Lecturer In charge,
PSC & KVSC Govt. College, Nandyala.

[Signature]
Dr. N. SASIKALA
Signature of the Principal
PSC & KVSC Govt College, Nandyala.

=====

=====THANK YOU=====