AHM's
ANJUMAN ARTS, SCIENCE AND COMMERCE COLLEGE, BHATKAL

Value Added Course
On
Tally ERP

Under the
Department of Computer Science

Academic Year -2022-23

Course Coordinator
Mr. Umesh Mestha
Head of the Department, Computer Science

Date: 09/10/2022

From
Umesh Mestha
Head of the Department
Department of Computer Science
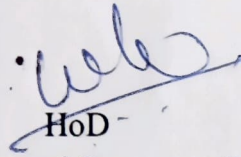Anjuman Arts, Science and Commerce College
Bhatkal

To
The Principal
Anjuman Arts, Science and Commerce College
Bhatkal

Sub: Request to grant the permission to start the add-on course on **Tally ERP** for the academic year 2022-23

Respected Sir,
 We would like to start the add-on course on "**Tally ERP**" for the students of non-commerce background. Please permit us to start the Tally ERP course for the academic year 2022-23.

Thanking You

HoD
Department of Computer Science

Meeting Report of Institutional Board of Studies for Add-on Course on Tally ERP held on : 20-10-2022

The Institutional Board of Studies of the Department of Computer Science for an add-on course on introduction to Tally ERP held on 20-10-2022 in the principal chamber at 10:30 AM.

1. **Prof. Mushtaque K Shaikh**
   Principal, Chairman
2. **Prof. S.A. Indikar**
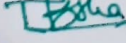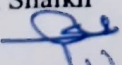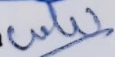   IQAC Coordinator
3. **Mr.Umesh Mestha**
   Course Coordinator

In the beginning of the meeting the Chairman of BoS:Prof. Mushtaque K Shaikh welcomed all the members and briefed them about the academic activity of the Tally ERP course. The members expressed their appreciation and satisfaction about the activities of the department.

After that institutional BoS discussed and resolved the following points:

1. **Starting of the add-on course on the introduction to Tally ERP**
   BoS discussed the point and resolved to start a course on Tally ERP inorder to improve the basic knowledge of Accounting Software.
2. **Approval of the syllabus for add-on course**
   The BoS discussed and approved the syllabus for the addon course on Tally ERP
3. **Approval of admission criteria.**
   The BoS discussed and approved the admission criteria and resolved that the students of Non Commerce can enroll in this course.

The meeting of the BoS was concluded with the vote of thanks.

The following members were present in the meeting:
1. Prof. Mushtaque K Shaikh
2. Prof. S.A. Indikar
3. Prof. Umesh Mestha
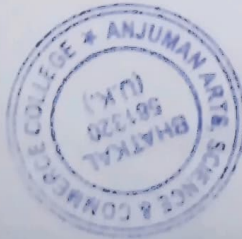
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& P.G. Centre
BHATKAL-581 320

NOTICE

Date: 22-11-2022

All the students are hereby informed that, the Department of Computer Science starts the addon course on "Tally ERP" for the students of non-commerce from the date 05-12-2022, interested students can enroll their names on or before 30-11-2022 in the Department of Computer Science

HoD
Department of Computer Science
H.O.D. DEPARTMENT OF
COMPUTER SCIENCE
ANJUMAN ARTS, SCIENCE AND
COMMERCE COLLEGE
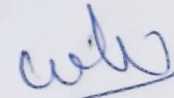ANJUMANABAD, BHATKAL
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Department of Computer Science

Tally ERP Add-on Course - 2022-23

Enrolment List

SN	NAME	CLASS	SIGN
1	SHRADDHA VISHNU NAIK	BA-5 SEM	*Shraddha*
2	SMITA SHRINIVAS KORAR	BA-5 SEM	*Sada*
3	SUMANA MANJUNATH MOGER	BA-5 SEM	*Suma*
4	SWATI NARAYAN NAIK	BA-5 SEM	*Swati*
5	SANDHYA SATISH HARIJAN	BA-5 SEM	*Sandy*
6	VASANTI ANNAPA NAIK	BA-5 SEM	*Vasanti*
7	VIDYA V N	BA-5 SEM	*Vidya*
8	SACHIN BASAVAYYA GONDA	BA-5 SEM	*Suhin*
9	YASHODHA MANJUNATH MOGER	BA-5 SEM	*Yiclu*
10	REVATHI GOVIND MOGER	BA-5 SEM	*Reva*
11	LIKHIT DASA MOGER	B.Sc-5 SEM	*Likith*
12	NAVEEN NARAYANA NAIK	B.Sc-5 SEM	*Nave*
13	NAVEENKUMAR PADMAYYA NAIK	B.Sc-5 SEM	*N*
14	MONIKA ISHWAR NAIK	B.Sc-5 SEM	*Monika*
15	PRAVEEN NAGAPPA NAIK	B.Sc-5 SEM	*Praveen*
16	RAVIRAJ MANJUNATH NAIK	B.Sc-5 SEM	*Ravir*
17	ROOPA NAGARAJ ACHARYA	B.Sc-5 SEM	*Roopa*
18	MONIKA KAMALAKAR MOGER	B.Sc-5 SEM	*Monika*
19	TIRUMAL MADEV NAIK	B.Sc-5 SEM	*Tiru*
20	USHA KRISHNA MOGER	B.Sc-5 SEM	*Usha*

Course coordinator
COMPUTER SCIENCE
ANJUMAN ARTS, SCIENCE AND
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Tally ERP Course Syllabus

The Tally ERP course syllabus is framed by Tally certified experts which will help to understand how to perform Accounting, Inventory and Basic Taxation from the basic level. This tally erp syllabus makes you expert in Accounting and Finance domain from the scratch.

BASIC OF ACCOUNTING ¬ Introduction ¬ Types of Accounts ¬ Accounting Principles or concepts ¬ Mode of Accounting ¬ Rules of Accounting ¬ Double-entry system of bookkeeping

FUNDAMENTALS OF TALLY.ERP 9 ¬ Company Features ¬ Configuration ¬ Getting functions with Tally.ERP9 ¬ Creation / setting up of Company in Tally.ERP9

ACCOUNTING MASTERS IN TALLY.ERP 9 ¬ Chart of Groups ¬ Groups ¬ Multiple Groups ¬ Ledgers ¬ Multiple Ledgers

INVENTORY MASTERS IN TALLY.ERP9 • Stock Groups • Multiple Stock Groups • Stock Categories • Multiple Stock Categories • Units of Measure • Stock Items

VOUCHERS ENTRIES IN TALLY.ERP9 ¬ Introduction ¬ Types of Vouchers ¬ Chart of Vouchers ¬ Accounting Vouchers ¬ Inventory Vouchers ¬ Invoicing

ADVANCE ACCOUNTING IN TALLY.ERP9 ¬ Bill-wise details ¬ Cost centers and Cost Categories ¬ Multiple currencies ¬ Interest calculations ¬ Budget and controls ¬ Scenario management ¬ Bank Reconciliation

ADVANCE INVENTORY IN TALLY.ERP9 ¬ Order Processing ¬ Recorder Levels ¬ Batch-wise details ¬ Bill of Materials¬ Batch-Wise Details ¬ Different Actual and Billed Quantities ¬ Price Lists ¬ Zero-Valued Entries ¬ Additional cost details ¬ POS

TAXES IN TALLY.ERP9 ¬ TDS ¬ TDS Reports ¬ TDS Online Payment ¬ TDS Returns filing ¬ TDS Certificate issuing ¬ 26AS Reconciliation ¬ TCS ¬ TCS Reports ¬ GST ¬ GST Returns ¬ EPF ¬ ESIC ¬ Professional Tax

TECHNOLOGICAL ADVANTAGES IN TALLY.ERP9 ¬ Tally vault ¬ Security controls ¬ Tally Audit ¬ Backup and restore ¬ Split company data ¬ Import and export of data ¬ Printing Reports and Cheques¬ Create a Company Logo
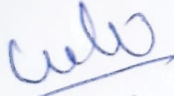
PAYROLL ACCOUNTING IN TALLY.ERP9 (Duration: 4 hr) ¬ Employee Creation ¬ Salary Define ¬ Employee Attendance Register ¬ Pay Heads Creation ¬ Salary Report

GENERATING REPORTS IN TALLY.ERP9 (Duration: 2 hr) ¬ Financial Statements ¬ Trading Account ¬ Profit & Loss Account ¬ Balance Sheet ¬ Accounts Books and Reports ¬ Inventory Books and Reports ¬ Exception Reports ¬ Statutory Reports ¬ Payroll Reports ¬ Trail balance ¬ Day Book ¬ List of Accounts ¬ Stock Summary ¬ Outstanding Statement

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Department of Computer Science

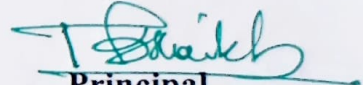### Add-on course on Tally ERP
Time Table for the academic year 2022-23

Days	Timings	Room No.
Saturday to Wednesday	3:00 P.M. to 5:00 P.M. (2 hrs)	Computer Lab

Course Coordinator
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ANJUMAN ARTS, SCIENCE AND
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U.K. - 581 320

IQAC Coordinator
IQAC & NAAC CO-ORDINATOR
Anjuman Arts, Science,
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ANJUMAN ARTS, SCIENCE AND COMMERCE COLLEGE, BHATKAL

ATTENDANCE SHEET FOR THE VALUE ADDED COURSE ON TALLY ERP 2022-23

05-12-2022 to 28-12-2022   Time: 3:00 P.M. to 5:00 P.M.

S.N.	Name of the Students	Class & Sem	5/12	6/12	7/12	8/12	10/12	4/12	12/12	13/12	14/12	15/12	18/12	19/12	20/12	21/12	22/12	24/12	26/12	27/12	28/12
1	SHRADDHA VISHNU NAIK	BA-5 SEM	Shraddha	Shraddha	A	Shraddha	Shraddha	Shraddha	Shraddha	Shraddha	Shraddha	Shraddha	Shraddha		Shraddha	Shraddha	Shraddha	Shraddha	A	Shraddha	Shraddha
2	SMITA SHRINIVAS KORAR	BA-5 SEM	Smita	Smita	A	Smita	Smita	Smita	Smita	A	Smita	Smita	Smita	Smita	Smita		A	Smita	Smita	Smita	Smita
3	SUMANA MANJUNATH MOGER	BA-5 SEM	Suma	A	Suma	Suma	Suma	Suma	A	Suma	Suma	Suma	Suma	Suma	Suma	A	Suma	Suma	Suma	Suma	Suma
4	SWATI NARAYAN NAIK	BA-5 SEM	Swati	Swati		Swati	Swati	Swati	Swati	Swati	Swati	Swati	A	Swati	Swati	Swati	A	Swati	Swati	Swati	Swati
5	SANDHYA SATISH HARIJAN	BA-5 SEM	A	Sad	Sad	Sad	Sad	Sad	Sad	A	Sad	Sad	Sad	Sad	Sad	A	Sad	Sad	Sad		Sad
6	VASANTI ANNAPA NAIK	BA-5 SEM	Vasant	Vasant	A	Vasant	Vasant	Vasant	Vasant		Vasant	Vasant	Vasant	A	Vasant	Vasant	Vasant	Vasant		A	Vasant
7	VIDYA V N	BA-5 SEM	Vidya	Vidya	Vidya	Vidya	A	Vidya	Vidya	Vidya	Vidya	Vidya	Vidya	Vidya	A	Vidya	Vidya	A	Vidya	Vidya	V.dya
8	SACHIN BASAVAYYA GONDA	BA-5 SEM	Sachin	Sachin	Sachin	A	Sachin	Sachin	Sachin	A	Sachin	Sachin	Sachin	Sachin	A	Sachin	Sachin	Sachin	Sachin	Sachin	Sachin
9	YASHODHA MANJUNATH MOGER	BA-5 SEM	Yash	Yash	Yash	Yash	Yash	A	Yash	Yash	Yash	Yash	Yash	Yash	Yash	A	Yash	Yash	Yash	Yash	Yash
10	REVATHI GOVIND MOGER	BA-5 SEM	Rev	A	Rev	Rev	Rev	Rev	Rev	A	Rev	Rev	Rev	Rev	Rev	A	Rev	Rev	A	Rev	Rev
11	LIKHIT DASA MOGER	B.Sc-5 SEM	A	Likhit	Likhit	Likhit	A	Likhit	Likhit	Likhit	Likhit	Likhit	Likhit	Likhit	Likhit	Likhit	Likhit	Likhit	Likhit	Likhit	Likhit
12	NAVEEN NARAYANA NAIK	B.Sc-5 SEM	A	Nav	Nav	Nav	A	Nav	Nav	Nav	Nav	Nav	Nav	Nav	A	Nav	Nav	Nav	Nav	Nav	Nav
13	NAVEENKUMAR PADMAYYA NAIK	B.Sc-5 SEM	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
14	MONIKA ISHWAR NAIK	B.Sc-5 SEM	Moni	Moni	Moni	Moni	A	Moni	Moni	A	Moni	Moni	Moni	Moni	A	Moni	Moni	Moni	Moni	Moni	Moni
15	PRAVEEN NAGAPPA NAIK	B.Sc-5 SEM	Prav	Prav	Prav	A	Prav	Prav	Prav	Prav	A	Prav	Prav	Prav	Prav	A	Prav	Prav	Prav	Prav	Prav
16	RAVIRAJ MANJUNATH NAIK	B.Sc-5 SEM	Ravi	A	Ravi	Ravi	Ravi	Ravi	Ravi	Ravi	A	Ravi	Ravi	Ravi	Ravi	Ravi	Ravi	Ravi	Ravi	Ravi	Ravi
17	ROOPA NAGARAJ ACHARYA	B.Sc-5 SEM	Roopa	Roopa	Roopa	A	Roopa	Roopa	Roopa	Roopa	Roopa	Roopa	Roopa	A	Roopa	Roopa	Roopa	Roopa	Roopa	Roopa	Roopa
13	MONIKA KAMALAKAR MOGER	B.Sc-5 SEM	Moni	Moni	A	Moni	Moni	Moni	Moni	A	Moni	Moni	Moni	Moni	Moni	A	Moni	Moni	Moni	Moni	Moni
19	TIRUMAL MADEV NAIK	B.Sc-5 SEM	Tiru	Tiru	Tiru	A	Tiru	Tiru	Tiru	Tiru	Tiru	Tiru	Tiru	Tiru	Tiru	A	Tiru	Tiru	Tiru	Tiru	Tiru
20	USHA KRISHNA MOGER	B.Sc-5 SEM	Usha	Usha	Usha	Usha	Usha	Usha	Usha	Usha	Usha	A	Usha	Usha	Usha	Usha	Usha	Usha	Usha	Usha	Usha
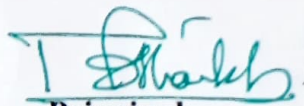
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Department of Computer Science

Add-on course on Tally ERP
Exam Time Table for the academic year 2022-23

Date	Timings	Room No.
12-01-2023	2:00 P.M. to 5:00 P.M. (3 hrs)	08

Course Coordinator

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COMPUTER SCIENCE
ANJUMAN ARTS, SCIENCE AND
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ANJUMANABAD, BHATKAL
U.K. - 581 320

IQAC Coordinator

IQAC & NAAC CO-ORDINATOR
Anjuman Arts, Science,
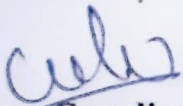Commerce College & P.G. Centre
Bhatkal

Principal

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Anjuman Arts, Science, Commerce College
& P.G. Centre
BHATKAL-581 320

ANJUMAN ARTS, SCIENCE AND COMMERCE COLLEGE, BHATKAL

DEPARTMENT OF COMPUTER SCIENCE

ADD-ON COURSE: TALLY ERP 2022-23

Max Marks: 100   **Duration: 3 Hours**

- o *Answer all questions in the given order.*
- o *Clearly label and number each answer.*
- o *Marks are allocated for correct Tally procedures, accuracy, and clarity of explanations.*

Section-A

Exam Theory (50 Marks)

1. Explain the concept of accounting and how Tally software facilitates accounting processes. (10 Marks)
2. Define the following terms and provide examples: (10 Marks)
   a. Ledger
   b. Voucher
   c. Trial Balance
   d. GST (Goods and Services Tax)
   e. ERP (Enterprise Resource Planning)
3. Discuss the importance of financial statements in Tally and how they aid in decision-making for businesses. (10 Marks)
4. Elaborate on the features and advantages of Tally ERP 9. (10 Marks)
5. Briefly explain the process of data backup and restoration in Tally. (5 Marks)
6. What are the key differences between Tally ERP 9 and earlier versions? (5 Marks)

Section-B

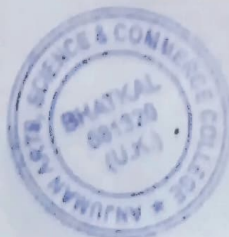### Exam Practical (50 Marks)

7. **Create a Company: (10 Marks)**
   a. Open Tally software and demonstrate how to create a new company.
   b. Set up the necessary company details, including financial year and base currency.
8. **Ledger Creation: (10 Marks)**
   a.. Add at least three different types of ledgers, specifying the group and opening balance for each.
9. **Voucher Entry: (10 Marks)**
   a. Record the following transactions using appropriate vouchers:
   b. Sales Invoice
   c. Purchase Invoice
   d. Payment Voucher
   e. Receipt Voucher
10. **GST Computation: (5 Marks)**
    a. Calculate and show how GST is applied to a sales transaction.
    b. Verify the GST reports to ensure accurate tax calculation.
11. **Bank Reconciliation: (5 Marks)**
    a. Perform a bank reconciliation by matching the bank statement with the Tally records.
    b. Explain the steps taken to rectify any discrepancies.
12. **Financial Statements: (10 Marks)**
    a. Generate a Trial Balance, Profit and Loss Account, and Balance Sheet for the given company.
    b. Analyze and interpret the financial statements.

SN	NAME	GRADE
1	SHRADDHA VISHNU NAIK	A
2	SMITA SHRINIVAS KORAR	A
3	SUMANA MANJUNATH MOGER	B+
4	SWATI NARAYAN NAIK	B+
5	SANDHYA SATISH HARIJAN	A+
6	VASANTI ANNAPA NAIK	A+
7	VIDYA V N	B+
8	SACHIN BASAVAYYA GONDA	A
9	YASHODHA MANJUNATH MOGER	A
10	REVATHI GOVIND MOGER	A+
11	LIKHIT DASA MOGER	B+
12	NAVEEN NARAYANA NAIK	A
13	NAVEENKUMAR PADMAYYA NAIK	A+
14	MONIKA ISHWAR NAIK	A
15	PRAVEEN NAGAPPA NAIK	A
16	RAVIRAJ MANJUNATH NAIK	A
17	ROOPA NAGARAJ ACHARYA	B+
18	MONIKA KAMALAKAR MOGER	A
19	TIRUMAL MADEV NAIK	A
20	USHA KRISHNA MOGER	A

A.H.M.s

ANJUMAN ARTS, SCIENCE AND COMMERCE COLLEGE

Anjumanabad, Bhatkal 581320, Uttara Kannada, Karnataka

Accredited at 'B' Level by NAAC

CERTIFICATE

This is to certify that Mr/Miss ___Vidya. V. N___

with register No. ___20A27627___ has successfully completed Value Added Course on

Tally ERP course during __05-12-2022 to 26-12-2022__ and secured ___B+___ grade.

Prof. Almesh Mestha
COMPUTER SCIENCE
Dept. of Computer Science
ANJUMAN ARTS, SCIENCE AND
COMMERCE COLLEGE
ANJUMANABAD, BHATKAL

Prof. S.A. Indikar
IQAC & NAAC CO-ORDINATOR
IQAC Co-Ordinator
Anjuman Arts, Science,
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Bhatkal

Prof. Mushtaque K. Shaikh
PRINCIPAL
Principal
Anjuman Arts, Science, Commerce College
& P.G. Centre
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A.H.M.s

ANJUMAN ARTS, SCIENCE AND COMMERCE COLLEGE

Anjumanabad, Bhatkal 581320, Uttara Kannada, Karnataka

Accredited at 'B' Level by NAAC

CERTIFICATE

This is to certify that Mr/Miss __Tirumal Madev Naik__

with register No. __20516717__ has successfully completed Value Added Course on

Tally ERP course during __05-12-2022 to 26-12-2022__ and secured __A__ grade.

Prof. Umesh Mestha
H.O.D. DEPARTMENT OF
Dept. of Computer Science
ANJUMAN ARTS, SCIENCE AND
COMMERCE COLLEGE
ANJUMANABAD, BHATKAL

Prof. S. Amdikar
IQAC & NAAC CO-ORDINATOR
IQAC Co-Ordinator
Anjuman Arts, Science
Commerce College & P.G. Centre
Bhatkal

Prof. Mushtaque K. Shaikh
PRINCIPAL
Anjuman Arts, Science, Commerce College
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ANJUMAN ARTS, SCIENCE AND COMMERCE COLLEGE, BHATKAL
Department of Computer Science
Report and Outcome Analysis

Name of the Course: Tally ERP
Name of the Department: Computer Science
Number of students enrolled : 20
BoS meeting Date: 20-10=2022
Start Date of the Course: 05-12-2022
End Date of the Course: 28-12-2022

Department of Computer Science have conducted add-on course on Tally ERp for the Students of of non-commerce from 05-12-2022 to 28-12-2022.

The course was about the "To enable the students to have basics of accounting and accounting software.

The Total 20 students were enrolled in this course and they benefited with the basics of accounting and accounting software

Concourse concluded with final examination and certificate distribution.

Outcomes of the Course:

→ To introduce the students to Basic of Accounts and the usage of Tally for accounting purpose.

→ 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.

→ 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.

→ 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.

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