



ST. ANN'S COLLEGE FOR WOMEN

(A Catholic Christian Minority Institution Affiliated to Acharya Nagarjuna University)
(Recognized the College Under Section 2(f) of the UGC Act. 1956 - New Delhi)

AMARAVATHI ROAD, GORANTLA, GUNTUR - 522 034. A.P.

Date : 24th Aug 2018

DEPARTMENT OF COMMERCE

NOTICE

All the students of III & II B. Com (Gen)) are hereby informed that the Department of Commerce in association with IQAC is organising a 30-hour add on course on " Tally with GST" from 1st to 30th Sept 2018. The course will be conducted offline mode from 3.00Pm to 4.00pm every day with following contents.


CONTENTS: Accounting Info
Voucher Entry
Reports
Online Tax Returns
Basic Concepts of GST

Course Re-source Person:


Mrs. G. Saroja Department of Commerce

Note:

Certificates are issued to the successful candidates.


Head of the Department of Commerce
St Ann's College for Women
GORANTLA, GUNTUR-522 034




PRINCIPAL
St. Ann's College for Women
GORANTLA, GUNTUR.

ST. ANN'S COLLEGE FOR WOMEN
GORANTLA, GUNTUR
DEPARTMENT OF COMMERCE
ADD- ON COURSE ON TALLY WITH GST
1st – 30th September 2018

Detailed Syllabus of Tally.ERP9WithGST

1. Company Info Menu

- Select Company
- Shut company
- Create company
- Alter company
- Security control
- Change tally vault
- Split company data
- Backup
- Restore
- Tally audit feature

2. Accounting Information

- Accounting Configuration & Features
- Group Creation
- Multiple Group Creation
- Ledger Creation
- Multiple Ledger Creation
- New Voucher Creation
 - Advance Ledger Creation

3. Voucher Entry

- voucher
- Inventory voucher
- optional & non-accounting voucher
- Order processing
 - Advanced voucher entry

4. Reports

- Display financial statements (Display balance – sheet, configuring the balance sheet, Integrate accounts with inventory, setting closing-stock manually in the balance sheet with different stock valuation methods)
- Display profit & loss A/c (configuring profit & loss A/c, income/expense statement instead of P&L)
- Display trial balance (configuring in trial balance)
- Display registers & ledgers (display sales register, purchase register, cash book, bank book, journal register, day book, statement of accounts)

5. Online Taxation Return

- Fill online ITR (Income Tax Return) download and filling forms.

6. Introduction to GST


- Concept of GST
- Rate of GST
- Categories of GST
- Other concepts.

Learning Outcomes


In depth Knowledge of Tally

Student by their own will create company, enter accounting voucher entries including advance voucher entries, reconcile bank statement, and also print financial statements, etc. in Tally ERP.9 software

Student will possess required skill and can also be employed as Tally data entry operator


Head of the Department of Commerce
St. Ann's College for Women
GORANTLA, GUNTUR-522 035




PRINCIPAL
St. Ann's College for Women
GORANTLA, GUNTUR.