Ph : 0863-2236470

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 :27th June 2019

DEPARTMENT OF COMMERCE

NOTICE

All the students of 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 31st July 2019. 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:

The course is free of cost and the successful candidates will be issued certificate by the college which will help them in future.

Do. Pr. Fatima Ranif
PRINCIPAL
St. Ann's College for Women
GORANTLA, GUNTUR.

Head of the Department of Commerce
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Detailed Syllabus of Tally.ERP9WithGST

1. CompanyInfoMenu

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

7. Accounting Information

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

8. Voucher Entry

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

9. 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

10. Online Taxation Return

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

11. 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

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