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 : 27ʰ Jan 2022

DEPARTMENT OF COMMERCE

<u>NOTICE</u>

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 Feb to 8th March 2022. 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.

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

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

Detailed Syllabus of Tally.ERP9WithGST

01. CompanyInfoMenu
- 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 Ledge r Creation

03. Voucher Entry
- voucher
- Inventory voucher
- optional & non-accounting voucher
- Order r processing
  - Advanced voucher entry

04.   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

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