

A.S.D. GOVERNMENT DEGREE COLLEGE FOR  
WOMEN(A) KAKINADA  
DEPARTMENT OF COMMERCE



CERTIFICATE COURSE  
IN  
ACCOUNTING & TALLY  
2024-25

## **PERMISSION LETTER**

Date: 11-12-2024

To,  
The principal,  
ASD Government Degree College for Women (A)  
Kakinada.

Respected Madam

Sub: Req for the permission to start a Certificate Course for all  
B. Com students.

As per the subject cited above, I am bringing to your kind notice that Department of Commerce request you to give permission to conduct certificate course on Accounting & Tally for all the U.G students of this college. The certificate course will be conducted from

Thanking you madam

Yours faithfully.

**A.S.D. GOVERNMENT DEGREE COLLEGE FOR WOMEN (A)**  
**KAKINADA**  
**DEPARTMENT OF COMMERCE**

**CIRCULAR**



**ACCOUNTING & TALLY**

It is informed that the Department of Commerce is going to organize a Certificate Course on “Accounting & Tally” for the period of 45 hours from 19-12-2024 for all I, II, III-year students of this college.

Students who are interested to join in this certificate course can give their names in the Department of Commerce.

R.R.D. Gireddy

Lecturer In charge

V. N. D.

Principal

**A.S.D. GOVERNMENT DEGREE COLLEGE FOR WOMEN(A)  
KAKINADA**

**DEPARTMENT OF COMMERCE**

**ACTIVITY SHEET**

|                                      |                                                                                                                                  |
|--------------------------------------|----------------------------------------------------------------------------------------------------------------------------------|
| Date                                 | 19-09-2024 TO 28-02-2025                                                                                                         |
| Class                                | Any students of the college                                                                                                      |
| Nature of the Activity               | Certificate course                                                                                                               |
| Title of the Activity                | Accounting & Tally                                                                                                               |
| Name of the Department               | Department of Commerce                                                                                                           |
| Students participated                | 20                                                                                                                               |
| Name of the Resource person          | Dr G Sowjanya                                                                                                                    |
| Brief report of the activity         | Department of commerce conducted a certificate course on Accounting & Tally from twenty students participated in this programme. |
| Signature of the Department Incharge |                                              |
| Signature of the Principal           |                                              |
| Remarks                              |                                                                                                                                  |

**A.S.D. GOVERNMENT DEGREE COLLEGE FOR WOMEN(A)**  
**KAKINADA**  
**DEPARTMENT OF COMMERCE**

| <b>S.NO</b> | <b>NAME OF THE STUDENT</b>   | <b>CLASS / GROUP</b> |
|-------------|------------------------------|----------------------|
| 1.          | KOPPISETTI UMA SRI NAGAVALLI | II B.COM C.A         |
| 2.          | MAKA SARNYAKA                | II B.COM C.A         |
| 3.          | MANDALA NANDINI              | II B.COM C.A         |
| 4.          | MEDE SARONI ROJA             | II B.COM C.A         |
| 5.          | MOTUKOORI LIKHITHA           | II B.COM C.A         |
| 6.          | OLETI KAVYA                  | II B.COM C.A         |
| 7.          | PATTA SRAVANI                | II B.COM C. A        |
| 8.          | PAYAM SARIKA                 | II B.COM C. A        |
| 9.          | SURLA DEVI                   | II B.COM C. A        |
| 10.         | TEKI YASASWINI               | II B.COM C. A        |
| 11.         | THOTA PRAVALLIKA             | II B.COM GEN         |
| 12.         | UPPU PRAVALLIKA              | II B.COM GEN         |
| 13.         | VALLU HEMA                   | II B.COM GEN         |
| 14.         | VANAPALLI MADHU              | II B.COM GEN         |
| 15.         | VEMANA SAILAJA               | II B.COM GEN         |
| 16.         | YADALA SANTHI SOWJANYA       | II B.COM GEN         |
| 17.         | YELETI SIRILAKSHMI           | II B.COM GEN         |
| 18.         | UNDI PADMA                   | II B.COM GEN         |
| 19.         | VADREVU DIVYA                | II B.COM GEN         |
| 20.         | VANAPALLI KOWSALYA           | II B.COM GEN         |

**A.S.D. GOVERNMENT DEGREE COLLEGE FOR WOMEN (A)  
KAKINADA**

**CERTIFICATE COURSE IN PROJECT MANAGEMENT**

**Course Objectives:**

1. To provide a strong foundation in basic accounting principles and practices.
2. To introduce students to the concepts and functions of computerized accounting.
3. To equip students with hands-on skills in Tally software.
4. To enable students to prepare, maintain, and analyze financial statements.
5. To prepare students for employment in accounting and finance departments or as self-employed professionals.

**UNIT-I: Fundamentals of Accounting:** Meaning and Importance of Accounting- Types of Accounts - Rules of Debit and Credit - Journal Entries and Ledger Posting- Trial Balance Preparation - Final Accounts – Trading, Profit & Loss Account and Balance Sheet.

**UNIT-II: Introduction to Tally:** Installation & Configuration of Tally: Creating and Managing Companies - Gateway of Tally: User Interface & Navigation - Creating Ledgers and Groups - Voucher Entries - Inventory Management - Bill-wise Entries & Credit Management.

**UNIT-III: Advanced Accounting in Tally:** GST in Tally - Basic TDS & TCS Entries (Introductory Level) - Payroll Accounting (Optional/Introductory) - Financial Reports Generation - Data Backup, Restore - User Management in Tally.

## MODEL QUESTIONS

**Choose the correct answer**

**(20 × 1 = 15 Marks)**

1. Which of the following is a personal account?
  - a) Rent A/c
  - b) Cash A/c
  - c) Capital A/c
  - d) Machinery A/c
2. The basic accounting equation is:
  - a) Assets = Liabilities – Capital
  - b) Assets = Capital + Liabilities
  - c) Capital = Assets + Liabilities
  - d) None of the above
3. In which book are transactions recorded first?
  - a) Ledger
  - b) Journal
  - c) Balance Sheet
  - d) Trial Balance
4. Tally is primarily used for:
  - a) Word Processing
  - b) Accounting
  - c) Designing
  - d) Programming
5. Which key is used to quit Tally?
  - a) Ctrl + Q
  - b) Alt + Q
  - c) Ctrl + X
  - d) Esc
6. What type of account is *Purchases A/c*?
  - a) Real
  - b) Personal
  - c) Nominal
  - d) None of these

7. Which shortcut is used to create a ledger in Tally?
- a) Alt + C
  - b) Ctrl + L
  - c) Alt + L
  - d) Ctrl + C
8. Gateway of Tally displays options such as:
- a) Create Company
  - b) Features
  - c) Reports and Transactions
  - d) All of the above
9. GST came into effect in India on:
- a) 1st April 2017
  - b) 1st July 2017
  - c) 1st January 2018
  - d) 15th August 2016
10. Tally allows how many groups by default?
- a) 18
  - b) 28
  - c) 32
  - d) 20
11. Tally is developed by:
- a) Microsoft
  - b) Infosys
  - c) Tally Solutions Pvt. Ltd.
  - d) Wipro
12. What is the default currency used in Tally?
- a) Dollar
  - b) Euro
  - c) Rupee
  - d) Yen
13. Sales return is recorded in which voucher?
- a) Receipt
  - b) Debit Note
  - c) Credit Note
  - d) Journal

14. A ledger is a:
- a) Book of Original Entry
  - b) Book of Secondary Entry
  - c) Journal
  - d) Trial Balance
15. To view Balance Sheet in Tally, we press:
- a) F1
  - b) F12
  - c) Alt + F1
  - d) Ctrl + B
16. Tally software is mainly used for:
- a) Designing websites
  - b) Writing codes
  - c) Accounting and Inventory Management
  - d) Creating presentations
17. GST stands for:
- a) General Sales Tax
  - b) Goods and Services Tax
  - c) Government Service Tax
  - d) Goods Standard Tax
18. Which of the following is *not* a feature of Tally?
- a) Payroll
  - b) Inventory Management
  - c) Database Designing
  - d) GST Compliance
19. What is the default ledger in Tally?
- a) Capital A/c
  - b) Cash A/c
  - c) Sales A/c
  - d) Purchase A/c
20. Which key is used to display Day Book in Tally?
- a) F5
  - b) F1
  - c) Ctrl + F12
  - d) None of these