

To
The Board of Studies,
S.D.Mahila Mahavidyalya,
Narwana.

Sub: Approval for Tally Prime Certificate course.

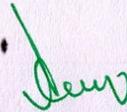
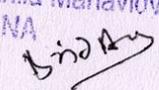
Respected Madam,

We want to start a certified offline course Tally Prime (30 Hours) in our campus. A Certificate is an education goal for many students who want to improve their visibility among aggressive job applications. Certificates may help to provide students with increased skills and experience. Syllabus of Tally Prime is attached with this application. Please kindly approve this certified course. We shall be thankful to you for this.

Enclosed: Syllabus of the Certificate Course.

Yours Faithfully

Ms.Sujata
Asst. Professor in
Computer Department


Principal
S.D. Mahila Mahavidyalva
NARWANA


29/03/2023

Ms.Sujata
Asst. Prof. of Computer

Subject: Approval for "Tally Prime" by the Board of Studies

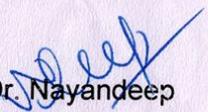
Dear Ms.Sujata,

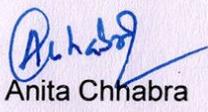
I am pleased to inform you that after careful consideration and review by the Board of Studies, has approved "Tally Prime" which spans over 30+ hours of instruction.

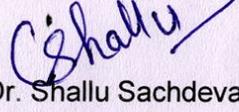
This course has been evaluated thoroughly to ensure its alignment with our institution's academic standards and objectives. We believe that it will significantly contribute to the academic enrichment of our students and align with our commitment to providing high-quality education.

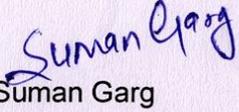
Thank you for your interest and support in our academic endeavors.

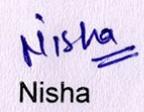
Yours sincerely,

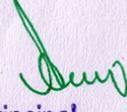

Dr. Nayandeep
Assoc. Prof. in Eco.
Convener

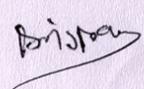

Dr. Anita Chhabra
Asst. Prof. in Hindi
Member


Dr. Shallu Sachdeva
Asst. Prof. in Hist.
Member


Suman Garg
Asst. Prof. in Eng.
Member


Nisha
Asst. Prof. in Physics
Member


Principal
S.D. Mahila Mahavidyalaya
NARWANA



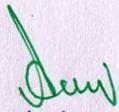


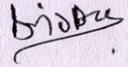
S D MAHILA MAHAVIDYALYA
NARWANA-126116 (JIND) HARYANA

Dated:- 29/03/23.

Notice

बी कॉम द्वितीय वर्ष की सभी छात्राओं को सूचित किया जाता है कि 01.04.2023 से महाविद्यालय में Tally Prime पर 30 घंटे का सर्टिफिकेट कोर्स करवाया जाएगा और कोर्स के अंत में परीक्षा ली जाएगी और छात्राओं को प्रमाण पत्र दिए जाएंगे।


Principal
S.D. Mahila Mahavidyalya
NARWANA



Tally ERP 9 Certificate Paper 2022-23

Question 1 have 10 short type question carrying two marks each.
Another 4 question have five marks. Candidate is required to attempt all questions.

Q1.

- a) What do you mean by selecting a company in Tally?
- b) Tally vault password
- c) Backup of data in Tally
- d) Auto backup
- e) Payment voucher
- f) Sales voucher
- g) Shut a company
- h) Installation of tally ERP
- i) Loading of company
- j) Purchase voucher

Q2. Write steps of company creation in Tally.

Q3. Write down various components of home screen of Tally.

Q4. Give steps for enabling Tally vault password.

Q5. What do you mean by voucher in Tally? Name different types of vouchers available in Tally.

| Result of Certificate Course | | |
|------------------------------|----------------|-----------|
| Tally ERP | | |
| Session 2022-23 | | M.M. - 40 |
| College Roll No. | Student Name | Mark |
| 1211913003001 | SUNIDHI DEVI | 31 |
| 1211913003002 | KHUSHI | 33 |
| 1211913003003 | DEEPIKA | 34 |
| 1211913003005 | NAMARTA | 31 |
| 1211913003006 | SHALLU | 30 |
| 1211913003007 | JAGRITI | 36 |
| 1211913003008 | LAKSHU | 38 |
| 1211913003009 | MANISHA | 32 |
| 1211913003010 | DEEPIKA | 33 |
| 1211913003011 | SANJANA | 31 |
| 1211913003012 | NEHA | 29 |
| 1211913003013 | PRIYANSHU | 30 |
| 1211913003014 | TANYA NAGPAL | 29 |
| 1211913003015 | AARTI DEVI | 34 |
| 1211913003016 | SHIKSHA | 36 |
| 1211913003017 | SANDHYA | 31 |
| 1211913003019 | PRARTHANA | 38 |
| 1211913003020 | SAMRIDHI JAIN | 32 |
| 1211913003022 | ANKITA | 31 |
| 1211913003023 | SAKSHI | 30 |
| 1211913003025 | DEEPIKA BANSAL | 29 |
| 1211913003026 | KASHISH | 31 |
| 1211913003027 | ANU DEVI | 32 |
| 1211913003028 | NEHA | 30 |
| 1211913003029 | KHUSHBU | 34 |
| 1211913003030 | NAVI | 31 |
| 1211913003031 | ANJALI | 32 |
| 1211913003032 | MUSKAN | 33 |
| 1211913003033 | TINA | 34 |
| 1211913003034 | MUSKAN | 36 |
| 1211913003036 | MAHAK SINGLA | 31 |
| 1211913003042 | MANISHA | 28 |

| | |
|---------------|----|
| Total Present | 32 |
| Absent | 0 |
| Total | 32 |

S.D. MAHILA MAHAVIDYALYA

NARWANA (JIND)

(AFFILIATED TO CH. RAMBIR SINGH UNIVERSITY, JIND)



Certificate of Participation

This is to certify that Miss/Mrs **DEEPIKA** of **Class B.Com. II** Participated in **Tally ERP Certificate Course (Session 2022-23)** Course for a duration of 30 hours organized in College Campus by Commerce and Economics dept., Computer dept. and Placement Cell.

Convener

Co-Convener

Principal

S.D. MAHILA MAHAVIDYALYA

NARWANA (JIND)

(AFFILIATED TO CH. RAMBIR SINGH UNIVERSITY, JIND)



Certificate of Participation

This is to certify that Miss/Mrs **NAMARTA** of **Class B.Com. II** Participated in **Tally ERP Certificate Course (Session 2022-23)** Course for a duration of 30 hours organized in College Campus by Commerce and Economics dept., Computer dept. and Placement Cell.

Convener

Co-Convener

Principal

S.D. MAHILA MAHAVIDYALYA



NARWANA (JIND)

(AFFILIATED TO CH. RANBIR SINGH UNIVERSITY, JIND)



Certificate of Participation

This is to certify that Miss/Mrs **KHUSHI** of **Class B.Com. II** Participated in **Tally ERP Certificate Course (Session 2022-23)** Course for a duration of 30 hours organized in College Campus by Commerce and Economics dept., Computer dept. and Placement Cell.

[Signature]

Convener

[Signature]

Co-Convener

[Signature]

Principal

S.D. MAHILA MAHAVIDYALYA



NARWANA (JIND)

(AFFILIATED TO CH. RANBIR SINGH UNIVERSITY, JIND)



Certificate of Participation

This is to certify that Miss/Mrs **SUNIDHI DEVI** of **Class B.Com. II** Participated in **Tally ERP Certificate Course (Session 2022-23)** Course for a duration of 30 hours organized in College Campus by Commerce and Economics dept., Computer dept. and Placement Cell.

Handwritten signature of the Convener.

Convener

Handwritten signature of the Co-Convener.

Co-Convener

Handwritten signature of the Principal.

Principal

Report on Tally ERP 9 (2022-23)

A certificate was course of 30 hours on Tally ERP 9 was organised by department of commerce and computer of S.D.M.M. Narwana in collaboration with unique computer centre. The course started with regular classes from 1 April to 18 May 2023.

The certificate course has flexible structure which allows the students to manage simultaneously with their graduation lectures and the certificate course. Total 32 students enrolled in this course. Certificate will be awarded to students after written test. After completing their in depth study the students the knowledge of creating company entering accounting voucher etc. in Tally ERP 9 software.

Dr. Manoj
Singh

S.D. MAHILA MAHAVIDYALYA, NARWANA

Roll No. 25 Class Bcom 2nd Year Sec. Subject Computerized Accounting System

Date 13/5/2023, Name Deepika Bansal, Signature 

Que (a) Explain the feature of activate of a company?

Ans Company → Company refers to the accounts of single entity. The accounts are managed in Tally.erp 9 of company.

Many features involved in activation of the company - firstly we open the Tally.ERP 9 in computer. Then after that we go to company info and create a company.

① Company Name

② Mailing Name

③ E-mail

④ Address

⑤ phone details

⑥ Tally valut Password.

Many feature are involved in activation of company -

- ① Help company account formed in systematic way
- ② All information of company filled proper way
- ③ Data Directory helps to describe path of data.
- ④ In Tally we easily made company with efficienty
- ⑤ In which not paper work included.

Que (b) Sales Voucher →

Ans Voucher - Voucher is a written document which helps the manage the accounting transactions easily. Sales voucher are type of voucher. In voucher we create sale regarding transactions.

Sales Voucher - Sales voucher are voucher which helps to recording transactions about sale and in which all expenditure include including

It. The purchase amount are described.

Purchase are described in two ways -

① Purchase in cash - In which item purchase in cash are described.

② Purchase in credit - In which item which are purchased at credit called purchase in credit.

In that all the purchase voucher described in Tally ERP 9 -

① As invoice - In which Bill in Tally ERP 9 Bill not automatically generated.

| | |
|-----------------|------------------------------|
| Party Name | - Jain Trader |
| Purchase Ledger | - Purchase |
| Quantity | - 2 |
| Item | - Samsung |
| Cost | - $40,000 \times 2 = 80,000$ |

So in this way we done entry of purchase in purchase voucher.

100% (d) Payment voucher - Payment voucher are these voucher in which all payment related entries recorded.

In payment voucher all payment recorded which is received and given. In payment voucher - Cash payment and Bank Payment found -

In which two receipt found —
Cash Receipt, BANK Receipt

→ Cash Receipt — Cash Receipt are those in which the Receipt entries done through cash. — purchase, sale through cash.

→ Bank Receipt — Bank Receipt are those in which the Bank Receipt through Bank like — RTGS, NEFT etc.

Doing entries in Receipt voucher —

| | | |
|----|------|--------|
| Dr | Cash | 10,000 |
| | | 10,000 |

1 Que (8) Pre-defined groups →

Groups → Groups are found in tally. ERP 9. In which we categorises the item according to their nature and according to amount. This is called groups.

Features of the Pre-defined Groups —

1) Manage the all groups which is helpful in Tally for user

2) Manage the Branch accounts

S.D. MAHILA MAHAVIDYALYA, NARWANNA

②

Roll No.25..... Class...Bcom 2nd year Sec. Subject... Computerized Account System

Date... 18/5/2023..... Name - Deepika Bansal Signature.....

In which the single and Multiple user found in Tally.

Silver and Gold edition found in Tally. Silver edition for single user and Gold edition for multiple user on local network. This is the edition of Tally ERP 9. For installing Tally activate this features and functions. In which single user - firstly click single user and then server machine.

| | | |
|--|---|---|
| <input checked="" type="checkbox"/> single user | <input type="checkbox"/> single user | <input type="checkbox"/> single user |
| <input type="checkbox"/> Multiple user | <input checked="" type="checkbox"/> Multiple user | <input checked="" type="checkbox"/> Multiple user |
| <input checked="" type="checkbox"/> Tally. ERP 9 | <input type="checkbox"/> server licence server | <input checked="" type="checkbox"/> server Machine server |
| | <input checked="" type="checkbox"/> server Machine server | <input checked="" type="checkbox"/> Tally ERP 9 |

In which the single user click then click on Tally ERP 9.
→ and in which country selection screen open. Then fill up
→ India SAARC countries. and then fill directory data.
This is process of activation of Tally.ERP in Computer.

→ Name, Mailing Name, Address, Phone no, Tally vaild password etc.

→ Then this is the steps of creating a company.

Selection of company

- 1) first go to gateway of Tally
- 2) Go to the company info
- 3) Go to the select of company
- 4) Then list open and select the company according to need
- 5) Press enter and then open the company.

Ques 4 Steps to shut, alter and delete of company?
Difference of the shut and delete of company?

Ans SHUTTING OF COMPANY → A company which is described in the Tally ERP 9. shutting of company refers to the company close. which are open again when you need. A user can shut a company by shutting option. This is called shutting of the company.

Difference of the shut and delete of company
Basis of Difference

| Meaning | shut of company | Delete of company |
|---------|---|--|
| | In which company shut for user and then again open. | In which company delete permanently and not again open |
| Data | In which the data are not delete | In which data delete permanently |
| Backup | we can Backup of data of company | we cannot Backup of data of company |
| open | In which user again open | In which user not again open |

Ques-5 Groups in Tally? step to create, Alter and display of Groups?

Ans Groups → Groups plays an important role in Tally ERP 9. In which the Groups are categories according to the needs. In which we create stock group, ledger group and free-defined groups and sub-groups in Tally. Tally ERP 9 gives us Benefit of the Grouping system, in which we do grouping of

S.D. MAHILA MAHAVIDYALYA, NARWANA

Roll No. D.1913003121.. Class. Bcom 2nd year... Subject... Computerized Accounting System

Date... 13-5-2023... Name - Neha... Signature... ~~Neha~~...

Ans-1 (b) Sale voucher :-

Sale voucher include transaction related to sale
 To Open Sale voucher Press Key F87. Sale voucher made transaction:-
 • Cash Sale → Cash Sale include when Payment was receipt in Cash
 • Credit Sale

★ Cash Sale :-

When goods and services was sold in cash.

★ Credit Sale :-

When goods and services was sold in credit means no consideration was received in currently. Money was received in later time.

Ans-1 (c) Purchase voucher :-

Sale voucher include transaction related to purchase
 To Open Purchase voucher Press Key F88.

Cash Purchase :- when goods was purchase in cash.

Credit Purchase :- when goods was purchase in credit

- 1) In
- 2) PS
- 3) RI
- 4) S
- 5) al.
- 6) Sale
- 7) Purchase
- 8) Payment
- 9) Receipt
- 10) Pre-defined.
- 11) Sub-group
- 12) Tally valid
- 13) Post-processed.
- 14) Single
- 15) Ledger
- 16) Multiple
- 17) Ledger
- 18) Create/Select in Company
- 19) Debit/Alt or
- 20) Date Differ
- 21) Debit
- 22) Group/ Create
- 23) Alter/ display

- Ans-1(B)
- Tally ERP-9 Provide user to make Multiple Ledger.
- Multiple Ledger :-
- Go to Gateway of tally. Press F3 Company Info.
 - In Company Info Select press Ledger and Enter.
 - In ledger screen display Multiple Ledger and Create.

- Ans-1 (i)
- Single Ledger :-
- In Single ledger we make only Single group
- Go to Gateway of tally. Press F3 for Company Info.
 - In Company Info Select ledger.
 - Ledger screen appear • Single ledger
 - Multiple ledger.
 - Click Single ledger and Create Ledger.

Ans-1 (f)

Pre Multiple defined Group :- Pre defined Group means Data was already Classified in Groups.



Silver edition designed for Single user

Gold edition designed for Multiple users

Ans-1 (a) Activate features in Tally 9

In following manner activate features in Tally.

- Go to Gateway of Tally.
- Press F3 for Company Info and Press Enter.
- Press ALT + K.
- Display User Security Central.

Ans-2 # Group in Tally ERP-9

We can create a group in Tally ERP-9. Tally ERP-9 provides a Single Group and Multiple Group. In Single Group select the Option from Accounting Info. and Press Single Group and Create.

Shut the Group in Tally ERP-9

Shut the Group means Close the Group when user need user can activate and display the Group.

Alter the Group in Tally ERP-9

Alter the Group means. Some