

# VISAKHA GOVT. DEGREE & P.G. COLLEGE FOR WOMEN

(NAAC REACCREDITED B GRADE INSTITUTION)

Old Jail Road, VISAKHAPATNAM 530 020, Andhra Pradesh

## DEPERATMENT OF COMMERCE



# Certificate Course on COMPUTARISED ACCOUNTING

### OBJECTIVES:

1. Labour Saving
2. Time Saving
3. Minimization of Frauds.
4. Effect on Personnel
5. Accuracy

### Faculty

Smt.S.Anuradha  
Lect.in Commerce

Course Coordinator

Smt.S.Anuradha  
Lect.in Commerce

Course Coordinator

Dr.S.Shobha Rani  
Principal



# Computerized Accounting (Syllabus)

## 1. INTRODUCTION TO TALLY ERP 9

- 1.2 SALIENT FEATURES OF TALLY
- 1.3 ACCOUNTING FEATURES OF TALLY
- 1.4 ENHANCEMENTS IN TALLY .ERP 91.4.1 GENERAL ENHANCEMENTS
- 1.4.2 FUNCTIONAL ENHANCEMENTS
- 1.5 HARDWARE REQUIREMENT FOR TALLY 9
- 1.6 OPENING OF TALLY .ERP 9
- 1.7 COMPONENTS OF TALLY ERP 9
- 1.8 CREAT A COMPANY
- 1.9 SELECT COMPANY
- 1.10 SHUT A COMPANY
- 1.11 ALTER A COMPANY
- 1.12 DELETE A COMPANY

## 2. STOCK & GODOWN

- 2.1 INTRODUCTION TO STOCK GROUP
  - 2.1.1 CREATING A SINGLE STOCK GROUP
  - 2.1.2 DISPLAYING SINGLE STOCK GROUP
  - 2.1.3 DISPLAYING MULTIPLE STOCK GROUP
  - 2.1.4 ALTERING A SINGLE STOCK GROUP
  - 2.1.5 ALTERING MULTIPLE STOCK GROUP
- 2.2 INTRODUCTION TO STOCK CATEGORIES
  - 2.2.1 ENABLING STOCK CATEGORIES
  - 2.2.2 CREATING A SINGLE STOCK CATEGORIES
  - 2.2.3 CREATING MULTIPLE STOCK CATEGORIES
  - 2.2.4 DISPLAYING A SINGLE STOCK CATEGORIES
  - 2.2.5 DISPLAYING A MULTIPLE STOCK CATEGORIES
  - 2.2.6 ALTERING A SINGLE STOCK CATEGORIES
  - 2.2.7 ALTERING A MULTIPLE STOCK CATEGORIES
- 2.3 INTRODUCTION TO STOCK ITEM
  - 2.3.1 CREATING A SINGLE STOCK ITEN
  - 2.3.2 CREATING MULTIPLE STOCK ITEM
  - 2.3.3 DISPLAYING A SINGLE STOCK ITEM
  - 2.3.4 DISPLAYING A MULTIPLE STOCK ITEM
  - 2.3.5 ALTERING A SINGLE STOCK ITEM
  - 2.3.6 ALTERING A MULTIPLE STOCK ITEM
- 2.4 UNIT OF MEASUREMENT
  - 2.4.1 CREATING SINGLE UNIT OF MEASUREMENT
  - 2.4.2 CREATING COMPOUND UNITS OF MEASUREMENTS



- 2.4.3 DISPLAYING A UNITS OF MEASUREMENTS
- 2.4.4 ALTERING A UNIT OF MEASUREMENTS
- 2.5 INTRODUCTION TO GODOWNS
- 2.5.1 CREATING A SINGLE GODOWN (NORMAL MODE)
- 2.5.2 CREATING A SINGLE SODOWN (ADVANCE MODE)
- 2.5.3 CREATING MULTIPLE GODOWNS
- 2.5.4 DISPLAYING STOCK GODOWNS
- 2.5.5 ALTERING STOCK GODOWN

### **3. GROUP, LEDGER, VOUCHER, ORDER, INVOICE**

- 3.1 INTRODUCTION TO GROUPS
  - 3.1.1 CREATING A GROUP
    - 3.1.1.1 CREATING A SINGLE GROUP
    - 3.1.1.2 CREATING MULTIPLE GROUP
  - 3.1.2 DISPLAYING A GROUP
    - 3.1.2.1 DISPLAYING A SINGLE GROUP
    - 3.1.2.2 DISPLAYING MULTIPLE GROUP
  - 3.1.3 ALTERING GROUPS
    - 3.1.3.1 ALTERING A SINGLE GROUP
    - 3.1.3.2 ALTERING A MULTIPLE GROUP
    - 3.1.3.3 DELETING A GROUP
- 3.2 INTRODUCTION TO LEDGERS
  - 3.2.1 CREATING A LEDGER
    - 3.2.1.1 CREATING A SINGLE LEDGER
    - 3.2.1.2 CREATING A MULTIPLE LEDGER
  - 3.2.2 DISPLAYING /ALTERNATING A LADGER CCOUNT
  - 3.2.3 DELECTION OF A LEDGER ACCOUNT
- 3.3 INTRODUCTION TO VOUCHER TYPE
  - 3.3.1 CREATING A VOUCHER TYPE
  - 3.3.2 DISPLAYING AVOUCHER TYPE
  - 3.3.3 ALTERNATING A VOUCHER TYPE
  - 3.3.4 CREATING ACCOUNTING VOUCHER
  - 3.3.5 CREATING AN INVENTORY VOUCHER
- 3.4 INTRODUCTION TO PURCHASE ORDERS
  - 3.4.1 ELABLING ORDER PROCESSING
  - 3.4.2 CREATING A PURCHASE ORDER
  - 3.4.3 ALTERNATING A PURCHASE ODER
  - 3.4.4 DELECTING A PURCHASE ORDER
- 3.5 INTRODUCTION TO SALES ORDERS
  - 3.5.1 CREATING A SALES ORDER
  - 3.5.2 ALTERNATING A SALES ORDER
  - 3.5.3 DELECTING A SALSE ORDER
- 3.6 INTRODUCTION TO INVOICES



- 3.6.1 ENABLE ALLOW INVOICING? OPTION
- 3.6.2 CREATING AN INVOICE ENTRY
- 3.6.3 SETTING INVOICE / ORDERS ENTRY
- 3.6.4 CONFIGURE INVOICE PRINTING
- 3.6.5 PRINTING INVOICE / VOUCHER

#### **4. REPORTS IN THE TALLY.ERP 9**

- 4.1 BASIC FEATURES OF DISPLAYING REPORTS
- 4.2 WORKING WITH BALANCE SHEET
  - 4.2.1 SCHEDULE VI BALANCE SHEET
  - 4.2.2 BUTTON OPTION IN SCHEDULE VI BALANCE SHEET
  - 4.2.3 CONFIGURING THE BALANCE SHEET
  - 4.2.4 ADDING A NEW COLUMN IN A BALANCE SHEET
  - 4.2.5 ALTERNATING FROM A COLUMN IN A BALANCE SHEET
  - 4.2.6 DELECTING A COLUMN FROM A BALANCE SHEET
  - 4.2.7 DISPLYING A HALF YEARLY BALANCE SHEET
- 4.3 WORKING WITH PROFIT & LOSS ACCOUNT
  - 4.3.1 SCHEDULE VI PROFIT & LOSS ACCOUNT
  - 4.3.2 BUTTON OPTION IN SCHEDULE VI PROFIT & LOSS ACCOUNT
  - 4.3.3 CONFIGURING PROFIT & LOSS ACCOUNT
  - 4.3.4 ADDING A NEW COLUMN IN A PROFIT & LOSS ACCOUNT
  - 4.3.5 ALTERNATING A COLUMN FROM A BALANCE SHEET
  - 4.3.6 DELECTING A COLUMN FROM A BALANCE SHEET
- 4.4 INCOME/EXPENSE STATEMENT INSTEAD OF P&L?
- 4.5 WORKING WITH STOCKS SUMMARY REPORT
  - 4.5.1 CONFIGURATION IN TRIAL BALANCE
- 4.6 WORKING WITH RATIO ANALYSIS
- 4.7 WORKING WITH TRIAL BALANCE
  - 4.7.1 F12: CONFIGURATION IN TRIAL BALANCE
- 4.8 WORKING WITH DAY BOOK
  - 4.8.1 DISPLAYING A DAY BOOK REPORT FOR A PARTICULAR VOUCHER
  - 4.8.2 DISPLAYING THE DAY BOOK IN DETAILED VIEW
  - 4.8.3 CONFIGURATION OF DAY BOOK REPORT

#### **5. PAYROLL IN TALLY.ERP 9**

- 5.1 INTRODUCTION TO PAYROLL
  - 5.1.1 FEATURE OF TALLY ERP 9 PAYROLL
  - 5.1.2 ENABLING PAYROLL IN TALLY. ERP 9
- 5.2 INTRODUCTION TO EMPLOYEE CATEGORIES
  - 5.2.1 CREATING SINGLE EMPLOYEE CATEGORIES
  - 5.2.2 CREATING MULTIPLE EMPLOYEE CATEGORIES
- 5.3 INTRODUCTION TO EMPLOYEE GROUPS
  - 5.3.1 CREATING SINGLE EMPLOYEE GROUPS
  - 5.2.2 CREATING MULTIPLE EMPLOYEE GROUPS



- 5.4 INTRODUCTION TO EMPLOYEES
  - 5.4.1 CREATEING SINGLE EMPLOYEE
  - 5.4.2 CREATEING MULTIPLE EMPLOYEE
- 5.5 INTRODUCTION TO PAYROLL UNIT
  - 5.5.1 CREATEING PAYROLL SINGLE UNIT
  - 5.5.2 CREATEING PAYROLL COMPOUND UNIT
- 5.6 INTRODUCTION TO ATTENDENCE / PRODUCTION TYPES
  - 5.6.1 CREATEING ATTENDANCE TYPE
  - 5.6.2 CREATEING PRODUCTION TYPE
  - 5.6.3 CREATING USER DEFINED CALENDAR TYPES
- 5.7 INTRODUCTION TO PAY HEADS
  - 5.7.1 PAY HEAD TYPES
  - 5.7.2 CREATING A PAY HEAD
- 5.8 PAYROLL VOUCHER ENTRY/ TRANSACTIONS
  - 5.8.1 CREATEING ATTENDANCE / PRODUCTION VOUCHER
    - 5.8.1.1 ATTENDENCE VOUCHER – MANUAL ENTRY
    - 5.8.1.2 ATTENDENCE VOUCHER USING AUTO AUTO FILL
  - 5.8.2 CREATEING PAYROLL VOUCHERS
    - 5.8.2.1 USER DEFINED PAY HEAD PROCESS
    - 5.8.2.2 SALARY PROCESS
    - 5.8.2.3 PF PROCESS
    - 5.8.2.4 ESI PROCESS
    - 5.8.2.5 EMPLOYER PF ADMIN CHANGES PROCESSING
- 5.9 INTRODUCTION PAYROLL REPOTRS
  - 5.9.1 STATEMENTS OF PAYROLL
    - 5.9.1.1 PAY SLIP
    - 5.9.1.2 PAY SHEET
    - 5.9.1.3 PAYROLL STATEMENT
  - 5.9.2 ATTENDANCE REPORTS
    - 5.9.2.1 ATTENDANCE SHEET
    - 5.932.2 ATTENDANCE REGISTER
  - 5.9.3 EXPAT REPORTS
    - 5.9.3.1 PASSPORT EXPIRY REPORT
    - 5.9.3.3 CONTRACTEXPRIY REPOTS
  - 5.9.4 PAYROLL STATUTORY REPORTS

## **6. IMPORTANT FEATURES OF TALLY. ERP 9**

- 6.1 TALLY.ERP 9 FEATURES
- 6.2 BACKUP IN TALLY ERP 9
- 6.3 RESTIRING BACKUP
- 6.4 SPLIT COMPANY DATA
- 6.5 VERIFY SPLIT DATA
- 6.6 EXPORTING DATA
- 6.7 EXPORTING FORMATES
- 6.8 EXPORTING DATA FORM MASTER
- 6.9 IMPORTING DATA
- 6.10 IMPORTING FORMATS
- 6.11 IMPORTING MASTERS
- 6.12 IMPORTING VOUCHERS
- 6.13 E-MAIL REPORT



- 6.14 SECURITY CONTROL IN TALLY ERP 9
- 6.15 ENABLE SECURITY CONTROL FOR A COMPANY ( ADMINISTRATOR LOGIN)
- 6.16 DISABLE SECURITY CONTROL
- 6.17 CREATE SECURITY LEVELS

## **7. SHORTCUT KEYS OF TALLY.ERP 9**

- 7.1 FUNCTION KEY COMBINATION
- 7.2 SPECIAL KEY COMBINATION
- 7.3 SPECIAL FUNCTION KEY COMBINATION
- 7.4 KEY COMBINATION USED FOR NAVIGATION



2020 - 2021

Resolution

Visakhapatnam

Department of Commerce, Visakha Govt. Degree college (w), Vsp resolved to conduct a certificate course on "Computerised Accounting" for III B.Com Students from academic year 2020-21. The duration of the course is 2 months and will be conducted during 4pm - 5pm in 5<sup>th</sup> Semester.



Computerised  
Accounting Course

: 1-09-21 to 27-11-21

No. of Students  
Attended

: All the III year B.Com  
students

Place & Time

: Commerce computer  
Lab 4pm to 5pm

Attendance

: Attendance book  
maintained

No. of Qualified  
Students

: 76

Certificates given on

: 28-10-22



Student Names :-

1. A. Aswini Devi
2. A. Durga Bhavani
3. A. Venkata Lakshmi
4. B. Laxmi Sai Udaya Swetha
5. B. Eswaramma
6. B. Divya
7. B. Pavanii
8. B. Duakshayani
9. B. Lavanya
10. B. Seavani
11. B. Sailaja
12. B. Priyanka
13. B. Rajyalakshmi
14. B. Vasantha
15. B. Swathi
16. B. Kanya Sri
17. Ch. Devi
18. Ch. Jyothi
19. Ch. Madhulatha
20. Ch. Sivisha Bhavani
21. Ch. Suneela
22. Ch. Mohini
23. D. Swetha
24. D. Kusuma
25. G. Nagamani
26. G. Yernamma
27. G. Roshini



- |     |                     |  |
|-----|---------------------|--|
| 28. | I. Kalyani          |  |
| 29. | J. Puiyanka         |  |
| 30. | J. Sowjanya         |  |
| 31. | J. Sai Kumari       |  |
| 32. | K. Kotēswari        |  |
| 33. | K. Sai Kumari       |  |
| 34. | K. Mounika Gayathri |  |
| 35. | K. Lakshmana Kumari |  |
| 36. | K. Venkalā lakshmi  |  |
| 37. | L. Rohini           |  |
| 38. | M. Kalyani          |  |
| 39. | M. Jeeva Kumari     |  |
| 40. | M. Maniya           |  |
| 41. | M. Neeraja          |  |
| 42. | M. Sandhya          |  |
| 43. | M. Lavanya          |  |
| 44. | P. Sowjanya         |  |
| 45. | P. Satyavathi       |  |
| 46. | P. V. Tharoi Rani   |  |
| 47. | P. Deekshitha       |  |
| 48. | P. Peleee           |  |
| 49. | P. Sadguna          |  |
| 50. | P. Ratnam           |  |
| 51. | P. Bhagyamma        |  |
| 52. | P. Ramya            |  |
| 53. | R. Asha Rupa        |  |
| 54. | R. Kiranmai         |  |
| 55. | Rashma Begum        |  |
| 56. | R. Samitha          |  |



57.	R. Anusha	T. Kalpana	88
58.	R. Suavari	T. Prityanka	89
59.	S. Adilaxmi	T. Saranya	90
60.	Shaik Munisha	J. Sai Kumari	91
61.	Shaik Shamshuddin Nisha	K. Kalpana	92
62.	S. Tejeswari	K. Sai Kumari	93
63.	S. Ramalakshmi	K. Manika Padgathi	94
64.	S. Seividya	K. Lakshmi Kumari	95
65.	S. Seilakshmi Lavanya	K. Veekala Lakshmi	96
66.	S. Lalitha	J. Radini	97
67.	T. SasiKala	M. Kalpani	98
68.	T. Hemalatha	M. Teja Kumari	99
69.	T. Nandini	M. Manjya	100
70.	V. Prityanka	M. Anuja	101
71.	V. Radha	M. Saranya	102
72.	V. Vijaya	M. Lavanya	103
73.	V. Lakshmi	P. Saranya	104
74.	Y. Hemalatha	P. Saranya	105
75.	Y. Bhavari	P. V. Tharun Rani	106
76.	S. Leela Kumari	P. Deekshita	107
		P. Polami	108
		P. Sadhana	109
		P. Ratnam	110
		P. Pradhyama	111
		P. Raniya	112
		R. Arun Rupa	113
		R. Kinoshini	114
		R. Ramesh Prasad	115



























1	Am	Am	Am	Am	Am	Am
2	Durg	Durg	Durg	Durg	Durg	Durg
3	Sueta	Sueta	Sueta	Sueta	Sueta	Sueta
4	A.V. Lakshmi	A.V. Lakshmi	A.V. Lakshmi	A.V. Lakshmi	A.V. Lakshmi	A.V. Lakshmi
5	<del>Am</del>	<del>Am</del>	<del>Am</del>	<del>Am</del>	<del>Am</del>	<del>Am</del>
6	Durga	Durga	Durga	Durga	Durga	Durga
7	Pavani	Pavani	Pavani	Pavani	Pavani	Pavani
8	Durgata	Durgata	Durgata	Durgata	Durgata	Durgata
9	<del>Am</del>	<del>Am</del>	<del>Am</del>	<del>Am</del>	<del>Am</del>	<del>Am</del>
10	Saravati	Saravati	Saravati	Saravati	Saravati	Saravati
11	Sailaga	Sailaga	Sailaga	Sailaga	Sailaga	Sailaga
12	<del>Am</del>	<del>Am</del>	<del>Am</del>	<del>Am</del>	<del>Am</del>	<del>Am</del>
13	<del>Am</del>	<del>Am</del>	<del>Am</del>	<del>Am</del>	<del>Am</del>	<del>Am</del>
14	Vasanthi	Vasanthi	Vasanthi	Vasanthi	Vasanthi	Vasanthi
15	Suethi	Suethi	Suethi	Suethi	Suethi	Suethi
16	R. Kanya Sni	R. Kanya Sni	R. Kanya Sni	R. Kanya Sni	R. Kanya Sni	R. Kanya Sni
17	Am	Am	Am	Am	Am	Am
18	Jyothi	Jyothi	Jyothi	Jyothi	Jyothi	Jyothi
19	Am	Am	Am	Am	Am	Am
20	Am	Am	Am	Am	Am	Am
21	Sunada	Sunada	Sunada	Sunada	Sunada	Sunada
22	Hohini	Hohini	Hohini	Hohini	Hohini	Hohini
23	Suetha	Suetha	Suetha	Suetha	Suetha	Suetha
24	Kusuma	Kusuma	Kusuma	Kusuma	Kusuma	Kusuma
25	Nagini	Nagini	Nagini	Nagini	Nagini	Nagini
26	Am	Am	Am	Am	Am	Am
27	Rashmi	Rashmi	Rashmi	Rashmi	Rashmi	Rashmi
28	Kalyani	Kalyani	Kalyani	Kalyani	Kalyani	Kalyani
29	Am	Am	Am	Am	Am	Am

12/10	Am	Am	Am	Am	Am	Am
18/10	Durg	Durg	Durg	Durg	Durg	Durg
20/10	Sueta	Sueta	Sueta	Sueta	Sueta	Sueta
21/10	A.V. Lakshmi	A.V. Lakshmi	A.V. Lakshmi	A.V. Lakshmi	A.V. Lakshmi	A.V. Lakshmi
22/10	<del>Am</del>	<del>Am</del>	<del>Am</del>	<del>Am</del>	<del>Am</del>	<del>Am</del>
23/10	Durga	Durga	Durga	Durga	Durga	Durga
24/10	Pavani	Pavani	Pavani	Pavani	Pavani	Pavani
25/10	Durgata	Durgata	Durgata	Durgata	Durgata	Durgata
26/10	<del>Am</del>	<del>Am</del>	<del>Am</del>	<del>Am</del>	<del>Am</del>	<del>Am</del>
27/10	Saravati	Saravati	Saravati	Saravati	Saravati	Saravati
28/10	Sailaga	Sailaga	Sailaga	Sailaga	Sailaga	Sailaga
29/10	<del>Am</del>	<del>Am</del>	<del>Am</del>	<del>Am</del>	<del>Am</del>	<del>Am</del>
30/10	Vasanthi	Vasanthi	Vasanthi	Vasanthi	Vasanthi	Vasanthi
31/10	Suethi	Suethi	Suethi	Suethi	Suethi	Suethi
1/11	R. Kanya Sni	R. Kanya Sni	R. Kanya Sni	R. Kanya Sni	R. Kanya Sni	R. Kanya Sni
2/11	Am	Am	Am	Am	Am	Am
3/11	Jyothi	Jyothi	Jyothi	Jyothi	Jyothi	Jyothi
4/11	Am	Am	Am	Am	Am	Am
5/11	Am	Am	Am	Am	Am	Am
6/11	Sunada	Sunada	Sunada	Sunada	Sunada	Sunada
7/11	Hohini	Hohini	Hohini	Hohini	Hohini	Hohini
8/11	Suetha	Suetha	Suetha	Suetha	Suetha	Suetha
9/11	Hohini	Hohini	Hohini	Hohini	Hohini	Hohini
10/11	Kusuma	Kusuma	Kusuma	Kusuma	Kusuma	Kusuma
11/11	Nagini	Nagini	Nagini	Nagini	Nagini	Nagini
12/11	Am	Am	Am	Am	Am	Am
13/11	Rashmi	Rashmi	Rashmi	Rashmi	Rashmi	Rashmi
14/11	Kalyani	Kalyani	Kalyani	Kalyani	Kalyani	Kalyani
15/11	Am	Am	Am	Am	Am	Am



	01/01/19	01/10	01/10	05/10	07/10	01/8/1001/19
30	Saibury	Saibury	Saibury	Saibury	Saibury	Saibury
31	Saiburi	Saiburi	Saiburi	Saiburi	Saiburi	Saiburi
32	Sh	Sh	Sh	Sh	Sh	Sh
33	Saiburi	Saiburi	Saiburi	Saiburi	Saiburi	Saiburi
34	Gangli	Gangli	Gangli	Gangli	Gangli	Gangli
35	Kumari	Kumari	Kumari	Kumari	Kumari	Kumari
36	Sh	Sh	Sh	Sh	Sh	Sh
37	Rohini	Rohini	Rohini	Rohini	Rohini	Rohini
38	Kalyani	Kalyani	Kalyani	Kalyani	Kalyani	Kalyani
39	Sh	Sh	Sh	Sh	Sh	Sh
40	Mariya	Mariya	Mariya	Mariya	Mariya	Mariya
41	Neeraj	Neeraj	Neeraj	Neeraj	Neeraj	Neeraj
42	Sandhya	Sandhya	Sandhya	Sandhya	Sandhya	Sandhya
43	Kavya	Kavya	Kavya	Kavya	Kavya	Kavya
44	Saiburi	Saiburi	Saiburi	Saiburi	Saiburi	Saiburi
45	Sh	Sh	Sh	Sh	Sh	Sh
46	Lani	Lani	Lani	Lani	Lani	Lani
47	P.Dakt	P.Dakt	P.Dakt	P.Dakt	P.Dakt	P.Dakt
48	Sh	Sh	Sh	Sh	Sh	Sh
49	Sadguna	Sadguna	Sadguna	Sadguna	Sadguna	Sadguna
50	Ratna	Ratna	Ratna	Ratna	Ratna	Ratna
51	Sh	Sh	Sh	Sh	Sh	Sh
52	Panya	Panya	Panya	Panya	Panya	Panya
53	Rupa	Rupa	Rupa	Rupa	Rupa	Rupa
54	R.K	R.K	R.K	R.K	R.K	R.K
55	Begum	Begum	Begum	Begum	Begum	Begum
56	Saitha	Saitha	Saitha	Saitha	Saitha	Saitha
57	Sh	Sh	Sh	Sh	Sh	Sh
58	Sh	Sh	Sh	Sh	Sh	Sh

	11/10	12/10	18/10	20/10	21/10	22/10	23/10
	Saiburi	Saiburi	Saiburi	Saiburi	Saiburi	Saiburi	Saiburi
	Saiburi	Saiburi	Saiburi	Saiburi	Saiburi	Saiburi	Saiburi
	Sh	Sh	Sh	Sh	Sh	Sh	Sh
	Saiburi	Saiburi	Saiburi	Saiburi	Saiburi	Saiburi	Saiburi
	Kumari	Kumari	Kumari	Kumari	Kumari	Kumari	Kumari
	Sh	Sh	Sh	Sh	Sh	Sh	Sh
	Rohini	Rohini	Rohini	Rohini	Rohini	Rohini	Rohini
	Kalyani	Kalyani	Kalyani	Kalyani	Kalyani	Kalyani	Kalyani
	Sh	Sh	Sh	Sh	Sh	Sh	Sh
	Mariya	Mariya	Mariya	Mariya	Mariya	Mariya	Mariya
	Neeraj	Neeraj	Neeraj	Neeraj	Neeraj	Neeraj	Neeraj
	Sandhya	Sandhya	Sandhya	Sandhya	Sandhya	Sandhya	Sandhya
	Kavya	Kavya	Kavya	Kavya	Kavya	Kavya	Kavya
	Saiburi	Saiburi	Saiburi	Saiburi	Saiburi	Saiburi	Saiburi
	Sh	Sh	Sh	Sh	Sh	Sh	Sh
	Lani	Lani	Lani	Lani	Lani	Lani	Lani
	P.Dakt	P.Dakt	P.Dakt	P.Dakt	P.Dakt	P.Dakt	P.Dakt
	Sh	Sh	Sh	Sh	Sh	Sh	Sh
	Sadguna	Sadguna	Sadguna	Sadguna	Sadguna	Sadguna	Sadguna
	Ratna	Ratna	Ratna	Ratna	Ratna	Ratna	Ratna
	Sh	Sh	Sh	Sh	Sh	Sh	Sh
	Panya	Panya	Panya	Panya	Panya	Panya	Panya
	Rupa	Rupa	Rupa	Rupa	Rupa	Rupa	Rupa
	R.K	R.K	R.K	R.K	R.K	R.K	R.K
	Begum	Begum	Begum	Begum	Begum	Begum	Begum
	Saitha	Saitha	Saitha	Saitha	Saitha	Saitha	Saitha
	Sh	Sh	Sh	Sh	Sh	Sh	Sh
	Sh	Sh	Sh	Sh	Sh	Sh	Sh











30	Soujanya	Soujanya	Soujanya	Soujanya	Soujanya	Soujanya
31	Sakshini	Sakshini	Sakshini	Sakshini	Sakshini	Sakshini
32	Shruti	Shruti	Shruti	Shruti	Shruti	Shruti
33	Saavani	Saavani	Saavani	Saavani	Saavani	Saavani
34	Gayatri	Gayatri	Gayatri	Gayatri	Gayatri	Gayatri
35	Kumari	Kumari	Kumari	Kumari	Kumari	Kumari
36	Shruti	Shruti	Shruti	Shruti	Shruti	Shruti
37	Rohini	Rohini	Rohini	Rohini	Rohini	Rohini
38	Kalyani	Kalyani	Kalyani	Kalyani	Kalyani	Kalyani
39	Shruti	Shruti	Shruti	Shruti	Shruti	Shruti
40	Maitrayee	Maitrayee	Maitrayee	Maitrayee	Maitrayee	Maitrayee
41	Neeraj	Neeraj	Neeraj	Neeraj	Neeraj	Neeraj
42	Sandhya	Sandhya	Sandhya	Sandhya	Sandhya	Sandhya
43	Haranya	Haranya	Haranya	Haranya	Haranya	Haranya
44	Soujanya	Soujanya	Soujanya	Soujanya	Soujanya	Soujanya
45	Shruti	Shruti	Shruti	Shruti	Shruti	Shruti
46	Lani	Lani	Lani	Lani	Lani	Lani
47	Pooja	Pooja	Pooja	Pooja	Pooja	Pooja
48	Shruti	Shruti	Shruti	Shruti	Shruti	Shruti
49	Sadguna	Sadguna	Sadguna	Sadguna	Sadguna	Sadguna
50	Ratna	Ratna	Ratna	Ratna	Ratna	Ratna
51	Ratna	Ratna	Ratna	Ratna	Ratna	Ratna
52	Rangya	Rangya	Rangya	Rangya	Rangya	Rangya
53	Rupa	Rupa	Rupa	Rupa	Rupa	Rupa
54	R.K	R.K	R.K	R.K	R.K	R.K
55	Begum	Begum	Begum	Begum	Begum	Begum
56	Saritha	Saritha	Saritha	Saritha	Saritha	Saritha
57	Shruti	Shruti	Shruti	Shruti	Shruti	Shruti
58	Suvarani	Suvarani	Suvarani	Suvarani	Suvarani	Suvarani

1/11	Soujanya	Soujanya	Soujanya	Soujanya	Soujanya	Soujanya
2/11	Sakshini	Sakshini	Sakshini	Sakshini	Sakshini	Sakshini
5/11	Shruti	Shruti	Shruti	Shruti	Shruti	Shruti
6/11	Saavani	Saavani	Saavani	Saavani	Saavani	Saavani
8/11	Gayatri	Gayatri	Gayatri	Gayatri	Gayatri	Gayatri
9/11	Kumari	Kumari	Kumari	Kumari	Kumari	Kumari
10/11	Shruti	Shruti	Shruti	Shruti	Shruti	Shruti
11/11	Rohini	Rohini	Rohini	Rohini	Rohini	Rohini
12/11	Kalyani	Kalyani	Kalyani	Kalyani	Kalyani	Kalyani
13/11	Shruti	Shruti	Shruti	Shruti	Shruti	Shruti
14/11	Maitrayee	Maitrayee	Maitrayee	Maitrayee	Maitrayee	Maitrayee
15/11	Neeraj	Neeraj	Neeraj	Neeraj	Neeraj	Neeraj
16/11	Sandhya	Sandhya	Sandhya	Sandhya	Sandhya	Sandhya
17/11	Haranya	Haranya	Haranya	Haranya	Haranya	Haranya
18/11	Soujanya	Soujanya	Soujanya	Soujanya	Soujanya	Soujanya
19/11	Shruti	Shruti	Shruti	Shruti	Shruti	Shruti
20/11	Lani	Lani	Lani	Lani	Lani	Lani
21/11	Pooja	Pooja	Pooja	Pooja	Pooja	Pooja
22/11	Shruti	Shruti	Shruti	Shruti	Shruti	Shruti
23/11	Sadguna	Sadguna	Sadguna	Sadguna	Sadguna	Sadguna
24/11	Ratna	Ratna	Ratna	Ratna	Ratna	Ratna
25/11	Ratna	Ratna	Ratna	Ratna	Ratna	Ratna
26/11	Rangya	Rangya	Rangya	Rangya	Rangya	Rangya
27/11	Rupa	Rupa	Rupa	Rupa	Rupa	Rupa
28/11	R.K	R.K	R.K	R.K	R.K	R.K
29/11	Begum	Begum	Begum	Begum	Begum	Begum
30/11	Saritha	Saritha	Saritha	Saritha	Saritha	Saritha
31/11	Shruti	Shruti	Shruti	Shruti	Shruti	Shruti
32/11	Suvarani	Suvarani	Suvarani	Suvarani	Suvarani	Suvarani







11	12/11	17/11	18/11	20/11	22/11	23/11
1	Amr	Amr	Amr	Amr	Amr	Amr
2	Pragna	Pragna	Pragna	Pragna	Pragna	Pragna
3	Amr	Amr	Amr	Amr	Amr	Amr
4	AV Lakshmi	AV Lakshmi	AV Lakshmi	AV Lakshmi	AV Lakshmi	AV Lakshmi
5	Pragna	Pragna	Pragna	Pragna	Pragna	Pragna
6	Divya	Divya	Divya	Divya	Divya	Divya
7	Pavani	Pavani	Pavani	Pavani	Pavani	Pavani
8	Drabha	Drabha	Drabha	Drabha	Drabha	Drabha
9	Lakshya	Lakshya	Lakshya	Lakshya	Lakshya	Lakshya
10	Pravani	Pravani	Pravani	Pravani	Pravani	Pravani
11	Sailya	Sailya	Sailya	Sailya	Sailya	Sailya
12	Pragnika	Pragnika	Pragnika	Pragnika	Pragnika	Pragnika
13	R. Lavani	R. Lavani	R. Lavani	R. Lavani	R. Lavani	R. Lavani
14	Vashti	Vashti	Vashti	Vashti	Vashti	Vashti
15	Swathi	Swathi	Swathi	Swathi	Swathi	Swathi
16	B. Kavya S.	B. Kavya S.	B. Kavya S.	B. Kavya S.	B. Kavya S.	B. Kavya S.
17	Dev	Dev	Dev	Dev	Dev	Dev
18	Jyothi	Jyothi	Jyothi	Jyothi	Jyothi	Jyothi
19	Mel	Mel	Mel	Mel	Mel	Mel
20	Dr. Bhanu	Dr. Bhanu	Dr. Bhanu	Dr. Bhanu	Dr. Bhanu	Dr. Bhanu
21	Sunanda	Sunanda	Sunanda	Sunanda	Sunanda	Sunanda
22	Mohini	Mohini	Mohini	Mohini	Mohini	Mohini
23	Swetha	Swetha	Swetha	Swetha	Swetha	Swetha
24	Kusuma	Kusuma	Kusuma	Kusuma	Kusuma	Kusuma
25	Nagani	Nagani	Nagani	Nagani	Nagani	Nagani
26	Pragna	Pragna	Pragna	Pragna	Pragna	Pragna
27	Rohini	Rohini	Rohini	Rohini	Rohini	Rohini
28	Kalyani	Kalyani	Kalyani	Kalyani	Kalyani	Kalyani
29	Pragna	Pragna	Pragna	Pragna	Pragna	Pragna

24/11	25/11	26/11	27/11	28/11	29/11
Amr	Amr	Amr	Amr	Amr	Amr
Pragna	Pragna	Pragna	Pragna	Pragna	Pragna
Amr	Amr	Amr	Amr	Amr	Amr
AV Lakshmi	AV Lakshmi	AV Lakshmi	AV Lakshmi	AV Lakshmi	AV Lakshmi
Pragna	Pragna	Pragna	Pragna	Pragna	Pragna
Divya	Divya	Divya	Divya	Divya	Divya
Pavani	Pavani	Pavani	Pavani	Pavani	Pavani
Drabha	Drabha	Drabha	Drabha	Drabha	Drabha
Lakshya	Lakshya	Lakshya	Lakshya	Lakshya	Lakshya
Pravani	Pravani	Pravani	Pravani	Pravani	Pravani
Sailya	Sailya	Sailya	Sailya	Sailya	Sailya
Pragnika	Pragnika	Pragnika	Pragnika	Pragnika	Pragnika
R. Lavani	R. Lavani	R. Lavani	R. Lavani	R. Lavani	R. Lavani
Vashti	Vashti	Vashti	Vashti	Vashti	Vashti
Swathi	Swathi	Swathi	Swathi	Swathi	Swathi
B. Kavya S.	B. Kavya S.	B. Kavya S.	B. Kavya S.	B. Kavya S.	B. Kavya S.
Dev	Dev	Dev	Dev	Dev	Dev
Jyothi	Jyothi	Jyothi	Jyothi	Jyothi	Jyothi
Mel	Mel	Mel	Mel	Mel	Mel
Dr. Bhanu	Dr. Bhanu	Dr. Bhanu	Dr. Bhanu	Dr. Bhanu	Dr. Bhanu
Sunanda	Sunanda	Sunanda	Sunanda	Sunanda	Sunanda
Mohini	Mohini	Mohini	Mohini	Mohini	Mohini
Swetha	Swetha	Swetha	Swetha	Swetha	Swetha
Kusuma	Kusuma	Kusuma	Kusuma	Kusuma	Kusuma
Nagani	Nagani	Nagani	Nagani	Nagani	Nagani
Pragna	Pragna	Pragna	Pragna	Pragna	Pragna
Rohini	Rohini	Rohini	Rohini	Rohini	Rohini
Kalyani	Kalyani	Kalyani	Kalyani	Kalyani	Kalyani
Pragna	Pragna	Pragna	Pragna	Pragna	Pragna







	12/11	17/11	18/11	20/11	22/11	23/11
59	Adi Iarwi	Adi Iarwi	Adi Iarwi	Adi Iarwi	Adi Iarwi	Adi Iarwi
60	(M)	(M)	(R)	(M)	(R)	(M)
61	Nisha	Nisha	Nisha	Nisha	Nisha	Nisha
62	Teja	Teja	Teja	Teja	Teja	Teja
63	S.Ramalakshmi	S.Ramalakshmi	S.Ramalakshmi	S.Ramalakshmi	S.Ramalakshmi	S.Ramalakshmi
64	Vidya	Vidya	Vidya	Vidya	Vidya	Vidya
65	R	R	R	R	R	R
66	(R)	(R)	(R)	(R)	(R)	(R)
67	Sarika	Sarika	Sarika	Sarika	Sarika	Sarika
68	Hemalatha	Hemalatha	Hemalatha	Hemalatha	Hemalatha	Hemalatha
69	randini	randini	randini	randini	randini	randini
70	P	P	P	P	P	P
71	(P)	(P)	(P)	(P)	(P)	(P)
72	Vijaya	Vijaya	Vijaya	Vijaya	Vijaya	Vijaya
73	lakshmi	lakshmi	lakshmi	lakshmi	lakshmi	lakshmi
74	(H)	(H)	(H)	(H)	(H)	(H)
75	Bharathi	Bharathi	Bharathi	Bharathi	Bharathi	Bharathi
76	Karla Kumara	Karla Kumara	Karla Kumara	Karla Kumara	Karla Kumara	Karla Kumara

	24/11	25/11	26/11	27/11
	Adi Iarwi	Adi Iarwi	Adi Iarwi	Adi Iarwi
	(M)	(M)	(M)	(M)
	Nisha	Nisha	Nisha	Nisha
	Teja	Teja	Teja	Teja
	S.Ramalakshmi	S.Ramalakshmi	S.Ramalakshmi	S.Ramalakshmi
	Vidya	Vidya	Vidya	Vidya
	R	R	R	R
	-	(R)	(R)	(R)
	Sarika	Sarika	Sarika	Sarika
	Hemalatha	Hemalatha	Hemalatha	Hemalatha
	randini	randini	randini	randini
	P	P	P	P
	(R)	(R)	(R)	(R)
	Vijaya	Vijaya	Vijaya	Vijaya
	lakshmi	lakshmi	lakshmi	lakshmi
	(H)	(H)	(H)	(H)
	Bharathi	Bharathi	Bharathi	Bharathi
	Karla Kumara	Karla Kumara	Karla Kumara	Karla Kumara



# VISAKHA GOVT. DEGREE COLLEGE (W)

## MOCK TEST (2020-21)

Time: 1hr

Marks: 50

1. \_\_\_\_\_ is the shortcut to delivery note from Inventory Vouchers in Tally.

- (A) Alt+F6
- (B) Alt+F8
- (C) Alt+F9
- (D) Ctrl+F7

2. Tally package is developed by

- (A) Microsoft
- (B) Adobe Software
- (C) Apple Software
- (D) Tally Solutions

3. Single Entry mode is applicable for

- (A) Payment Voucher
- (B) Contra Voucher
- (C) Receipt Voucher
- (D) All of these

4. We can create multiple users in Tally activating

- (A) Tally Audit
- (B) Use Security Control
- (C) Both a and b
- (D) All of these

5. The shortcut used to activate calculator is

- (A) Ctrl + A
- (B) Ctrl + B
- (C) Ctrl + M
- (D) Ctrl + N

6. Voucher Class for Interest calculation created based on

- (A) Debit and Credit Note
- (B) Journal Voucher
- (C) Receipt and payment Voucher
- (D) Both a and b

7. Transfer of materials from one godown to another godown, use

- (A) Stock Journal
- (B) Purchase Journal
- (C) Manufacturing Journal
- (D) Both a and b

8. To remove a line at all reports screen, shortcut is

- (A) Alt + R
- (B) Alt + S
- (C) Alt + I
- (D) Alt + T

9. In which voucher type credit purchase entry is posted in Tally?

- (A) F5: Payment
- (B) F6: Receipt
- (C) F7: Journal
- (D) F9: Purchase



10. We can see list of Memorandum Vouchers from

- (A) Accounts Books
- (B) Cash/Bank Books
- (C) Exception Reports
- (D) Trial Balance

11. Recording of actual stock as physically verified or counted is done through

- (A) Sales
- (B) Journal
- (C) Stock Journal
- (D) Physical Stock

12. Branch/Division is a group defined under

- (A) Assets
- (B) Expenditure
- (C) Income
- (D) Liabilities

13. In which voucher type entry is done for TDS calculations?

- (A) F4: Contra
- (B) F5: Payment
- (C) F6: Receipt
- (D) F7: Journal

14. Trial balance is prepared on \_\_\_\_\_ basis.

- (A) Monthly
- (B) Annually
- (C) Half yearly
- (D) Any of the above

15. \_\_\_\_\_ is the shortcut to purchase voucher from Accounting Vouchers in Tally.

- (A) F8
- (B) F9
- (C) Alt+F1
- (D) Ctrl+F1

16. To active MRP feature from Gateway of Tally initially we need to press

- (A) F10
- (B) F11
- (C) F12
- (D) Alt + F1

17. We can see list of Memorandum Vouchers from

- (A) Accounts Books
- (B) Cash/Bank Books
- (C) Exception Reports
- (D) Trail Balance

18. Recording of actual stock as physically verified or counted is done through

- (A) Sales
- (B) Journal
- (C) Stock Journal
- (D) Physical Stock

19. In which voucher type entry is done for TDS calculations?

- (A) F4: Contra
- (B) F5: Payment



- (C) F6:Receipt
- (D) F7:Journal

20. Which shortcut key is used for Select Company in Tally?

- (A) F1
- (B) F3
- (C) Alt+F1
- (D) Alt+F2

21. Sales Tax Ledger falls under which Group?

- (A) Sales
- (B) Purchases
- (C) Indirect Expenses
- (D) Duties and Taxes

22. The shortcut key to quit from Tally is

- (A) Ctrl + Q
- (B) Ctrl + M
- (C) Ctrl + P
- (D) Ctrl + L

23. What is the full form of TCS?

- (A) Tax Collected at Source
- (B) Tax collected from Sales
- (C) Tax Consumption at Source
- (D) Tax Collected by Staff

24. What is TAN?

- (A) Tax Absorb Number
- (B) Tax Assignment Number
- (C) Tax Account Number
- (D) Tax Assessment Number

25. The shortcut used for Sales Order is

- (A) Alt + F4
- (B) Alt + F5
- (C) Alt + F7
- (D) Alt + F8

26. Voucher class is a predefined voucher type that helps to

- (A) Automatic Entry
- (B) Automatic Calculation
- (C) Minimize Errors
- (D) All of these

27. Service Tax Report can be seen from

- (A) Display > Statutory Reports
- (B) Display > Statutory Masters
- (C) Display > Account Books
- (D) Display > Day Book

28. What is the utility of Tally Vault Password?

- (A) It will not show the company name in the company select list
- (B) It will lock all voucher entries for that company
- (C) It will lock the period of company
- (D) Both a and b

29. Discount Column is available in

- (A) Accounting Voucher
- (B) Sales Invoice
- (C) Purchase Invoice
- (D) Both b and c

30. Which option from Company Info. menu is selected to create a new Company in Tally?

- (A) Create Company
- (B) Create
- (C) New Company
- (D) Company Create



31. \_\_\_\_\_ is the shortcut to purchase voucher from Accounting Vouchers in Tally.

- (A) F8
- (B) F9
- (C) Alt+F1
- (D) Ctrl+F1

32. Which group [Under] should be selected for TDS on Advertisement A/C?

- (A) Indirect Expenses
- (B) Indirect Incomes
- (C) Sundry Creditors
- (D) Duties and Taxes

33. While exporting Ledgers from Tally to Web page, we use

- (A) ASCII Format
- (B) HTML Format
- (C) SDF Format
- (D) XML Format

34. Company restore option is available in

- (A) Configuration
- (B) Company Features
- (C) Company Information
- (D) Both A & B

35. To hide the name of the Company you need to define

- (A) Tally Vault Password
- (B) Tally Audit
- (C) Create at least one User
- (D) Security Control

36. Goods returning to a Creditor after challan but before bill we need to pass

- (A) Debit Note
- (B) Receipt Note
- (C) Rejection In
- (D) Rejection Out

37. There are \_\_\_\_\_ predefined ledgers.

- (A) One
- (B) Two
- (C) Three
- (D) Four

38. Which option is used to exit Tally?

- (A) Exit
- (B) Quit
- (C) Close
- (D) Shut company

39. \_\_\_\_\_ is the shortcut to rejection out from Inventory Vouchers in Tally.

- (A) Alt+F6
- (B) Alt+F8
- (C) Alt+F9
- (D) Ctrl+F6

40. Which option is used in Tally to make changes in created company?

- (A) Select Company
- (B) Shut Company
- (C) Alter
- (D) None of these

41. Which of the following is not compulsory to create while entry in Accounts with Inventory?

- (A) Stock Groups
- (B) Stock Categories
- (C) Stock Items
- (D) Units of Measure

42. To create a sales voucher in tally, you have to press \_\_\_\_\_

- (A) F5
- (B) F6



(C) F7

(D) F8

43. Which of the following user type can view audit list?

(A) Administrator

(B) Owner

(C) Tally Vault

(D) Data Entry

44. Which option is used to view VAT or TDS computation?

(A) Accounts Books

(B) Display

(C) Inventory Books

(D) Statutory Books

45. Which option is used to move from one company to another when more than one companies are open?

(A) Company

(B) Company Info.

(C) Select Company

(D) Shut Company

46. \_\_\_\_\_ is the shortcut to physical stock verification from Inventory Vouchers in Tally.

(A) Alt+F4

(B) Alt+F5

(C) Alt+F7

(D) Alt+F10

47. Which option is used to view Stock Items or Group Summary?

(A) Display

(B) Statutory Books

(C) Accounts Books

(D) Inventory Books

48. \_\_\_\_\_ is the shortcut to journal from accounting vouchers in tally.

(A) F7

(B) F8

(C) Alt+F1

(D) Ctlr+F1

49. Amount payable as TDS can be known by which report in Tally?

(A) E-Return

(B) Form-26

(C) Computation

(D) Print Form 16A

50. How can data be imported in tally?

(A) Depends on number of companies

(B) One company to another company created within Tally Package

(C) Other programs - a spreadsheet or a database file.

(D) Both B and C



# Computerised Accounting Course - Assessment

## ASSESSMENT PROCEDURE

The Successful Completion of the Certificate Course by the participants was determined on the bases of written and practical Examination. Written Examination was Conducted in the department on 30-11-21 Comprising of 50 MCQs followed by Practical Examination. Students who have Obtained above 35% Marks in the written Examination and 50% Marks in practical are declared as Successful.

## FINAL RESULT

S.NO	Name	Written Exam (50)	Practical Exam (50)	Total
1	A. Aswini Devi	48	45	93
2	A. Durga Bhavani	39	40	79
3	A. Venkata Lakshmi	42	40	82
4	B. Lakshmi Sai Udaya Swetha	43	42	85
5	B. Sravanamma	39	40	79
6	B. Divya	37	39	76
7	B. Pavani	40	42	82
8	B. Dorakshayani	48	45	93
9	B. Lavanya	37	39	76
10	B. Sravani	35	38	73
11	B. Sailaja	42	40	82
12	B. Priyanka	40	38	78
13	B. Rajyalakshmi	39	37	76



14	B. Vasantha	88	36	35	71
15	B. Swathi	88	37	35	72
16	B. Kavya Sai	84	40	41	81
17	Ch. Devi	88	39	38	77
18	Ch. Jyothi	88	39	37	76
19	Ch. Madhu Latha	88	40	38	78
20	Ch. Srisisha Bhavani	88	41	37	78
21	Ch. Suneela	88	40	36	76
22	Ch. Mohini	88	38	36	74
23	D. Swetha	88	36	35	71
24	D. Kusuma	88	45	42	87
25	G. Naga Mani	84	36	35	71
26	G. Yernamma	84	39	37	76
27	G. Roshini	84	39	36	75
28	I. Kalyani	84	40	41	81
29	J. Priyanka	88	39	36	74
30	J. Sowjanya	88	38	36	74
31	J. Sai Kumari	88	40	42	82
32	K. Kotereswari	88	40	44	84
33	K. Sai Kumari	88	42	44	86
34	K. Mounika Gayathri	88	38	37	75
35	K. Lakshmana Kumari	88	40	39	79
36	K. Venkata Lakshmi	88	39	38	77
37	L. Rohini	88	40	38	78
38	M. Kalyani	88	41	39	80
39	M. Jeeva Kumari	88	40	38	80
40	M. Mariya	88	40	44	84
41	M. Neeraja	88	42	44	86
42	M. Sandhya	88	38	36	74



43	M. Lavanya	28	38	36	74
44	P. Sowjanya	15	36	38	74
45	P. Sathyavathi	04	42	40	82
46	P. V. Jhansi Rani	05	40	38	78
47	P. Deekshitha	05	36	38	74
48	P. Poleru	04	38	36	74
49	P. Sadguna	14	40	38	78
50	P. Radnam	04	38	36	74
51	P. Bhagyamma	25	36	36	72
52	P. Romya	28	38	36	74
53	R. Asha Rupa	04	36	36	72
54	R. Kiran Mai	28	42	44	86
55	Reshma Begum	05	40	38	78
56	R. Saritha	05	44	45	89
57	R. Anusha	04	45	45	90
58	R. Sravani	05	40	38	78
59	S. Adi Lakshmi	28	40	38	78
60	Sk. Mumisha	04	38	36	74
61	Sk. Shamshuddin Nisha	04	38	36	74
62	S. Tejeswari	04	38	40	78
63	S. Rama Lakshmi	05	38	36	74
64	S. Seividya	04	36	35	71
65	S. Sri Lakshmi Lavanya	05	38	38	76
66	S. Lalitha	04	38	36	74
67	T. Sasi kaba	14	36	38	74
68	T. Hemalatha	04	38	40	78
69	T. Nandini	04	36	36	72
70	V. Priyanka	04	38	36	74
71	V. Radha	28	36	38	74







## Summary Report

Computerised Accounting (Tally) is a sophisticated accounting programme for keeping track of accounts. It aid in the recording of all forms of accounting such as invoicing, receipt notes, inventory management and so on. The software facilitates the recording of sophisticated bookkeeping in an easy-to-understand manner so that anyone may do it.

A certificate course on computerised Accounting has been conducted by Department of Commerce, Visakha Government Degree College for Women from 01-09-21 to 27-11-21 with duration of 60 days for B.Com final year students.

The objectives of the course are:

Skills:

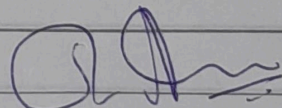
- a) Students gets expertise and hands on experience in computerised accounting (Tally).
- b) Helps for the students for effective understanding the significance and utilization of Job arrange preparing and job posting.



## Employment Opportunities

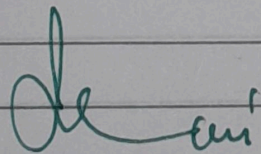
- a) Students may get job opportunities ~~as~~ in Popular companies as Accounts executive, Junior Accountant, etc.
- b) Able to get jobs in Popular IT companies.

Written exam for 50 marks and practical exam for 50 marks has been conducted at the end of the course to assess the outcomes where in all students attempted the assessment and completed the course successfully.



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