

**ANDHRA CHRISTIAN COLLEGE :: GUNTUR**  
**(Day, Evening & P.G.)**  
**NOTICE**

Date : 23-01-2019.

The Acharya Nagarjuna University Theory Examinations for the students of Tally courses will start from 26<sup>th</sup> February 2019 for the academic year 2018-19.

  
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**Copy to:**

1. The Co-ordinator, IQAC, Andhra Christian College.
2. The Office Manager, Andhra Christian College.

**ANDHRA CHRISTIAN COLLEGE :: GUNTUR**  
**(Day, Evening & P.G.)**  
**NOTICE**

Date : 03-01-2019.

This is to inform that classes for the students of Tally courses will commence from 08<sup>th</sup> of January 2019 for the academic year 2018-19.

  
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**ANDHRA CHRISTIAN COLLEGE :: GUNTUR**  
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**NOTICE**

Date : 07-12-2018.

Applications are invited from interested students of the college, to join the Tally Taxation Courses for the academic year 2018-19

**Copy to:**

1. The Co-ordinator, IQAC, Andhra Christian College.
2. The Office Manager, Andhra Christian College.

  
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# **ANDHRA CHRISTIAN COLLEGE – GUNTUR**

DEPARTMENT OF COMMERCE

UGC – COC UNDER XIth PLAN

CERTIFICATE COURSE IN TALLY & TAXATION

## **SYLLABUS**

Introduction – Manual & mechanical system of Accounting –  
Computerized system of Accounting – Meaning – Why accounts are to be  
computerized

Computerized accounting features – Advantages – Disadvantages –  
Applications of a computer – Different types of accounting packages

Tally – Features of Tally – Advantages of Tally – Creation of Company –  
Gate way of Tally – Accounting Information of Tally – Groups – Ledgers in  
Tally – Vouchers – Practical exercises on tally.

*\* Reports*

Principal

# Diploma Course on **TAXATION & TALLY**

## **Unit I**

**Accounts of Non-Profit Organization:** Introduction – Features of non-profit entities – Nature of Service Organization – Distinction between organization for profit and organization not for profit – Accounting process – Accounting Treatment in Tally – Problems.

## **Unit II**

**Branch Accounts:-** Introduction – Objective of Branch Accounts – Opening of branch Accounts in the books of Head Office – Consolidation of Head office and Branch Office – Problems.

## **Unit III**

**Company Accounts:-** Introduction – Characteristics of a Company – Types of Companies – Ledgers and their Groups – Problems.

## **Unit IV**

**Partnership Accounts:-** Introduction – Recording of Transactions in the books of partnership concern using computers – Profit and Loss Appropriation Account meaning and preparation – Final Accounts – Admission of a partner – Retirement of a partner – Death of a partner – Dissolution – Problems.

## **Unit V**

**Inventory:-** Introduction – kinds of Inventory – Importance of Inventory management – Stock valuation methods in TALLY – Maintenance of Accounts on Inventory Basis – Creation of masters for Inventory – Inventory Vouchers – Purchase and Sale of Accounts affecting Voucher – Maintenance of pure Inventory Vouchers – Cost Centers – Practical problems in Inventory.



**Unit – I**

**Creating new voucher:** Types and customizing the existing vouchers – Creating Godowns - crating Budget control.

**Unit – II**

**Value Added Tax (VAT):** Meaning – Accounting: VAT Concept – Features of VAT – Terminology of VAT – Classification of VAT Rates – Enabling Tally for VAT – Ledgers to be created for VAT – Vouchers to be recorded for VAT – VAT treatment when purchases and sales are given - VAT treatment for purchase and sales returns - Treatment of VAT when multiple Tax rates are involved – When other duties, taxes and discounts are involved – stock items creation under VAT – Goods exempt from VAT – Export and Imports under VAT – Purchase of goods from unregistered dealers – Inter sales purchases and sales – Purchases of capital goods – Branch transfers – Payment of VAT – VAT adjustment class.

**Unit – III**

**Tax Deduction at Source (TDS):** Introduction to TDS – Enabling Tally for TDS – Creation of ledgers under TDS – Creation of vouchers of TDS – Advanced payment parties – When actual bill comes after the advance payment – TDS reports.

**Unit – IV**

**Service Tax:** Introduction – Enabling Service Tax in Tally – Ledgers creation – Vouchers Creation - Pay roll information in Tally – Introduction to Pay roll – Activating pay roll in Tally – Deduction pay heads – Employee master's creation – Creation of individual Employees – Recording Salary details of employees – Voucher types in pay roll – Creation of pay roll vouchers – Pay roll reports.

**Unit – V**

**Dealing with different companies at the same time in Tally:** Configuration – Changing the setting of masters and vouchers - Customizing the final accounts – Customizing the balance sheet - Generating the reports from Tally and their customization - Security control - Multilingual features - Printing of reports, documents and vouchers - Shortcut keys in Tally.