



MARKANDA NATIONAL COLLEGE

Ph.:- 01744-240152

Shahabad – Markanda – 136135 (Kurukshetra)

28-01-2020.

NOTICE

The Department of Commerce in collaboration with shiksha foundation, Kurukshetra is pleased to announce a new Value Added Course in Tally with GST. This course offers a valuable opportunity for interested students of B.Com to enhance their skills and knowledge in accounting software.

Registration:

Interested students of B.Com are encouraged to enroll themselves for the course by contacting Sh. Harish Kumar (Asst. Prof in commerce), the designated course in charge. Registration deadline is 03-02-2020.

Principal
Markanda National College
Shahabad Markanda (Haryana)

(2019-20)

RECEIPT SUMMARY FOR
ACCOUNTHEAD TALLY COURSE FEE

ADMISSION NO	NAME	CLASS	AMOUNT
2332110018	GURPREET	B. Com. II (Boys)	1000
2332110056	KARAN	B. Com. II (Boys)	1000
2332120006	MANIKA	B. Com. II (Girls)	1000
2332120012	KHUSHI	B. Com. II (Girls)	1000
2332120013	MEGHA RANI	B. Com. II (Girls)	1000
2332120014	ALKA	B. Com. II (Girls)	1000
2332120016	VIDHI	B. Com. II (Girls)	1000
2332120018	PRIYANKA	B. Com. II (Girls)	1000
2332120019	RAMAN DEVI	B. Com. II (Girls)	1000
2332120020	SHARANDEEP	B. Com. II (Girls)	1000
2332120028	ANJALI RANI	B. Com. II (Girls)	1000

TOTAL AMOUNT 11000

Total No. of Records

11

Verified

[Signature]

Ash Kumar

Principal
Markanda National College
Shahabad Markanda (Haryana)

MARKANDA NATIONAL COLLEGE, SHAHABAD (M)

ATTENDANCE CHART TALLY COURSE (2019-20)

Name	10/20	11/2	12/2	13/2	14/2	15/2	16/2	17/2	18/2	19/2	20/2	21/2	22/2	23/2	24/2	25/2	26/2	27/2	28/2	29/2	30/2	1/3	2/3	3/3	4/3	5/3	6/3	7/3	8/3	9/3	10/3	11/3	12/3	13/3	14/3	15/3										
GURPREET	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P							
KARAN	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P						
MANIKA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P					
KHUSHI	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P					
MEGHA RANI	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P				
ALKA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P				
VIDHI	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P			
PRIYANKA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P		
RAMAN DEVI	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
SHARANDEEP	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
ANJALI RANI	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P

Ashwini

Ujjwal

Principal
Markanda National College
Shahabad Markanda (Haryana)

Table of Content

SKU Name/Chapter Name	Hours
Tally Essential Level 1	35
Chapter 1: Fundamentals of Accounting	5
1.1 Introduction	
1.1.1 Meaning of Accounting	
1.2 Terminologies used in Accounting	
1.3 Concepts of Accounting	
1.4 Double Entry System of Accounting	
1.4.1 Uses of Debit and Credit	
1.4.2 Rules of Debit and Credit	
1.5 Golden Rules of Accounting	
1.6 Recording of Business Transactions	
1.6.1 Journalising Transactions	
1.7 Trial Balance	
1.8 Financial Statements	
1.8.1 Trading Account	
1.8.2 Profit & Loss Account	
1.8.3 Balance Sheet	
1.9 Subsidiary Books & Control Accounts	
1.9.1 Cash Book	
1.9.2 Petty Cash Book	
1.9.3 Purchase (Journal) Book	
1.9.4 Purchases Return (Journal) Book	
1.9.5 Sales (Journal) Book	
1.9.6 Sales Return (Journal) Book	
1.9.7 Journal Proper	
1.9.8 Control Accounts	
1.10 Depreciation	
1.10.1 Methods for Depreciation	
1.10.2 Preparation of Depreciation schedule	
1.11 Computerised Accounting	
1.11.1 Advantages of computerised accounting	
1.11.2 Accounting Structure for computerised accounting	
Conclusion	
Key Takeaways	
Practice Exercises	
Chapter 2: Introduction to TallyPrime	3
2.1 Introduction	
2.2 Features of TallyPrime	
2.3 Downloading and Installation of TallyPrime	
2.4 Types of Licenses in TallyPrime	
2.5 Activate New License	
2.6 Reactivate License in TallyPrime	

<p>2.7 Use License from Network in a Multiuser Environment</p> <p>2.8 Working TallyPrime in Educational Mode</p> <p>2.9 Company Creation and Setting up Company Features in TallyPrime</p> <p>2.10 Getting Started with TallyPrime</p> <p> 2.10.1 Navigating from Anywhere to Anywhere in TallyPrime</p> <p> 2.11 F12 Configuration in TallyPrime</p> <p> 2.12 Alter Company Details</p> <p>2.13 Shut the Company</p> <p>Conclusion</p> <p>Key Takeaways</p> <p>Practice Exercises</p>	
Chapter 3: Maintaining Chart of Accounts	5
<p>3.1 Introduction</p> <p>3.2 Chart of Accounts</p> <p>3.3 Creation of Masters in TallyPrime</p> <p> 3.3.1 Accounting Masters</p> <p> 3.3.2 Inventory Masters</p> <p>3.4 Alteration of Masters in TallyPrime</p> <p>3.5 Deletion of Masters in TallyPrime</p> <p>3.6 Multi-Masters Creation and Display of Chart of Accounts</p> <p> 3.6.1 Multi Groups Creation</p> <p> 3.6.2 Multi Ledgers Creation</p> <p> 3.6.3 Multi Stock Groups Creation</p> <p> 3.6.4 Multi Stock Items Creation</p> <p>Conclusion</p> <p>Key Takeaways</p> <p>Shortcut Keys</p> <p>Practice Exercises</p>	
Chapter 4: Recording and Maintaining Accounting Transactions	6
<p>4.1 Introduction</p> <p>4.2 Recording Transactions in Tally</p> <p>4.3 Recording Accounting Vouchers in TallyPrime</p> <p> 4.3.1 Receipt Voucher (F6)</p> <p> 4.3.2 Contra Voucher (F4)</p> <p> 4.3.3 Payment Voucher (F5)</p> <p> 4.3.4 Purchase Voucher (F9)</p> <p> 4.3.5 Sales Voucher (F8)</p> <p> 4.3.6 Debit Note Voucher (Alt+F5)</p> <p> 4.3.7 Credit Note Voucher (Alt+F6)</p> <p> 4.3.8 Journal Voucher (F7)</p> <p>Conclusion</p> <p>Key Takeaways</p> <p>Shortcut Keys</p> <p>Practice Exercises</p>	
Chapter 5: Banking	6

5.1 Introduction 5.2 Banking Payments 5.3 Cheque Printing 5.3.1 Single Cheque Printing 5.3.2 Multi Cheque Printing 5.4 Deposit Slip 5.4.1 Cheque Deposit Slip 5.4.2 Cash Deposit Slip 5.5 Payment Advice 5.6 Bank Reconciliation 5.6.1 Manual Bank Reconciliation 5.6.2 Auto Bank Reconciliation Conclusion Key Takeaways Shortcut Keys Practice Exercises	
Chapter 6: Generating Financial Statements and MIS Reports	2
6.1 Introduction 6.2 Final Accounts Reports in Tally 6.2.1 Trial Balance 6.2.2 Profit and Loss Account 6.2.3 Balance Sheet 6.2.4 Cash Flow & Fund Flow Analysis Report 6.2.5 Receipts and Payments 6.3 MIS Reports in Tally 6.3.1 Stock Summary Analysis 6.3.2 DayBook 6.3.3 Cash and Bank Book 6.3.4 Purchase Register 6.3.5 Sales Register 6.3.6 Journal Register 6.4 Bird's eye view/Drill down display from anywhere to anywhere Conclusion Key Takeaways Shortcut keys Practice Exercises	
Chapter 7: Data Security	2
7.1 Introduction 7.2 Security Control 7.3 Activation of Security Control 7.4 Creation of Security Levels (User Roles) 7.5 Creation of Users And Passwords for Company 7.6 Accessing the company using Security Levels 7.7 Auto Login 7.8 TallyVault Conclusion Key Takeaways Shortcut Keys	

Practice Exercises	
Chapter 8: Company Data Management	2
8.1 Introduction 8.2 Backup of Company Data 8.3 Restoring of Company Data 8.4 Company Data Repair 8.5 Migration of Tally.ERP 9 Company Data to TallyPrime Conclusion Key Takeaways Shortcut Keys Practice Exercises	
Chapter 9: Goods and Services Tax	3
9.1 Introduction 9.1.1 Why GST? 9.1.2 GST Tax Structure 9.1.3 Determination of Tax 9.1.4 GST Registration 9.1.5 Managing HSN CODE/SAC 9.1.6 GST Rate Structure 9.1.7 Supply of Goods and Services 9.1.8 Invoicing 9.1.9 Input Tax Credit 9.1.10 E-Way Bill 9.2 GST in TallyPrime 9.2.1 Creation of Company and Activating GST at Company Level 9.2.2 Introducing Capital into the Business 9.2.3 Creation of Masters in TallyPrime 9.3 Recording GST compliant transactions 9.3.1 Accounting Intrastate Supply of Goods 9.3.2 Accounting Interstate Supply of Goods 9.4 Input Tax Credit Set Off against Liability 9.5 GST Tax Payment 9.5.1 Timeline for payment of GST 9.5.2 Modes of Payment 9.5.3 Challan Reconciliation 9.6 Generating GST Returns for Regular Dealer in Tally 9.6.1 GSTR-1 9.6.2 GSTR-3B 9.6.3 GSTR-9 – GST Annual Computation Conclusion Key Takeaways Shortcut Keys Practice Exercises	
Key Answers for Practice Exercises	
Business Case Studies-1	1

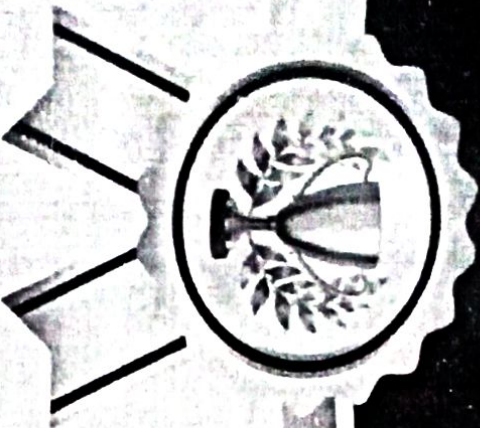
SHIKSHA

Foundation

SHIKSHA INSTITUTE OF MANAGEMENT & COMPUTER

www.theshikshafoundation.com

Regd. No. 2748



Certificate of Excellence

*In recognition of the commitment to professional excellence,
we hereby certify that*

Nalhi

Markanada National College, Shahabad (M)

College RN No. : 2332120016

has completed his/her Course in Certificate Course in Tally & GST

from 10 Feb. - 2020 to 15 March - 2020. He/she got A+ Grade



Student's Regd. No SIMC/19-20/0214

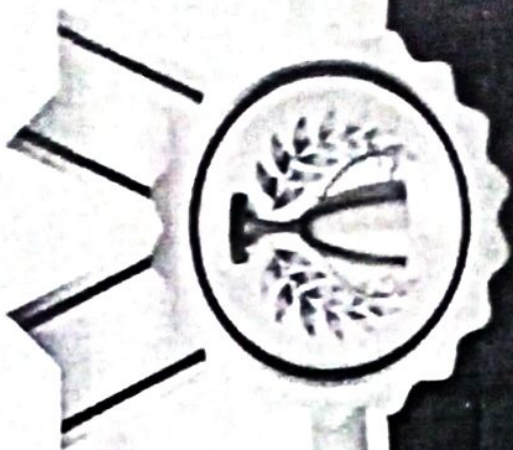
Date of Issue 20 March 2020

Kapil Madan
Director

SHIKSHA
Foundation

SHIKSHA INSTITUTE OF MANAGEMENT & COMPUTER
www.theshikshafoundation.com

Regd No. 3746



Certificate of Excellence

*In recognition of the commitment to professional excellence,
we hereby certify that*

Rushi Sharma

Markanada National College, Shahabad (M)
College RN No. : 2332120012

*has completed his/her Course in Certificate Course in Tally & GST
from 10 Feb. - 2020 to 15 March - 2020. He/she got A+ Grade*



Students Regd. No SIMC/19-20/0216

Date of Issue 20 March 2020

Kapil Khadaan
Director

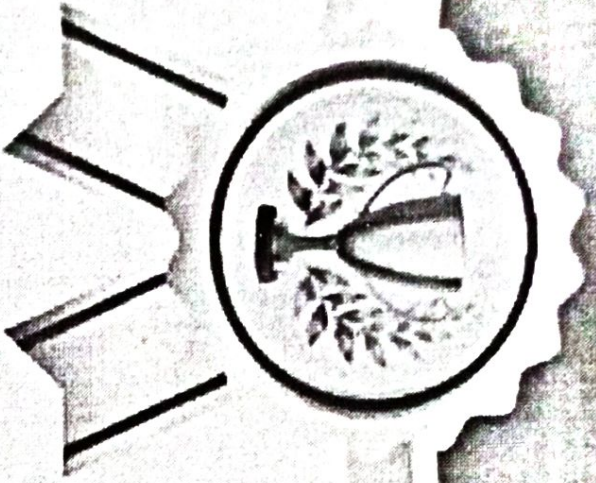
SHIKSHA

Foundation

SHIKSHA INSTITUTE OF MANAGEMENT & COMPUTER

www.theshikshafoundation.com

Regd. No. 3748



Certificate of Excellence

*In recognition of the commitment to professional excellence,
we herby certify that*

Karan

Markanada National College, Shahabad (M)

College RN No. : 2332110056

has completed his/her Course in Certificate Course in Tally & GST

from 10 Feb. - 2020 to 15 March - 2020 . He/she got A+ Grade

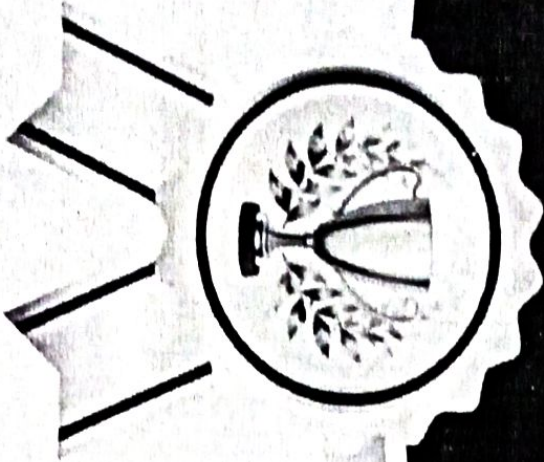


Students Regd. No SIMC/19-20/0217

Date of Issue 20 March 2020

Kapil Madan
Director

Opp. Chatha Complex, Near Hotel Saffron, Pipili Road, Kurukshetra 136118 Haryana Contact : 82220-11680/81/82/83



Certificate of Excellence

*In recognition of the commitment to professional excellence,
we herby certify that*

Nashu Rajal

Markanada National College, Shahabad (M)
College RN No. : 1596620003

has completed his/her Course in Certificate Course in Tally & GST

from 10 Feb. - 2020 to 15 March - 2020. He/she got A+ Grade



Students Regd. No. SIMC/19-20/0222

Date of Issue 20 March 2020

Kapil Madan
Director

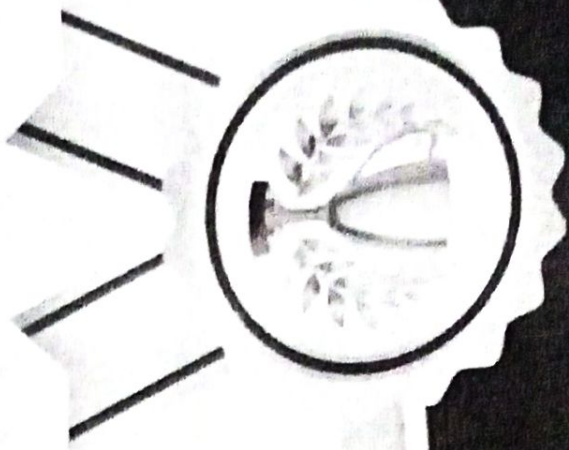
SHIKSHA

Foundation

SHIKSHA INSTITUTE OF MANAGEMENT & COMPUTER

www.theshikshafoundation.com

Regd. No. 3748



Certificate of Excellence

*In recognition of the commitment to professional excellence,
we hereby certify that*

Anjali Rani

Markanada National College, Shahabad (M)

College RN No. : 2332120028



has completed his/her Course in Certificate Course in Tally & GST

from 10 Feb. - 2020 to 15 March - 2020. He/she got A+ Grade



Student's Regd. No SIMC/19-20/0215

Date of Issue 20 March 2020

Kapil Madan
Director



SHIKSHA INSTITUTE OF MANAGEMENT & COMPUTER
www.theshikshafoundation.com Regd. No. 3745

Certificate of Excellence

*In recognition of the commitment to professional excellence,
we herby certify that*

Manika

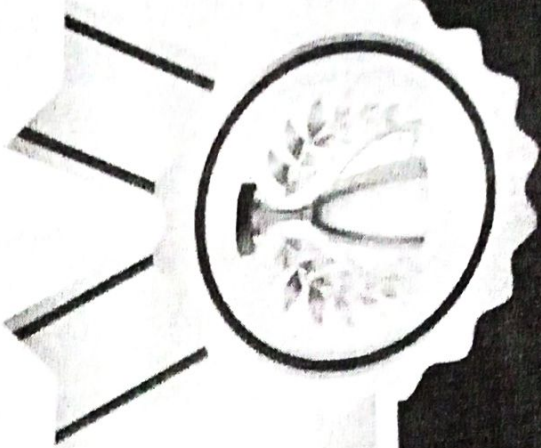
Markanada National College, Shahabad (M)
College RN No. : 2332120006

*has completed his/her Course in Certificate Course in Tally & GST
from 10 Feb. - 2020 to 15 March - 2020. He/she got A+ Grade*



Student's Regd No SIMC/19-20/0213
Date of Issue 20 March 2020

Kapil Madan
Director



Certificate of Excellence

In recognition of the commitment to professional excellence,
we herby certify that

Surbreet

Markanada National College, Shahabad (M)
College RN No. : 2332110018

has completed his/her Course in Certificate Course in Tally & GST
from 10 Feb. - 2020 to 15 March - 2020. He/she got A+ Grade



Students Regd No SIMC/19-20/0218

Date of Issue 20 March 2020

Kapil Madan
Director