



MMK & SDM MAHILA MAHAVIDALAYA

Krishnamurthypuram, Mysuru – 570004

Managed by: SDME Society, Ujiri

Affiliated to University of Mysore, Accredited by NAAC with B
Grade

Vision: "Empowerment of Women to face the global challenges"



Department of Commerce

Add On Course

Tally Essential Level – 1

2023 -24

Bharathi
PRINCIPAL
MMK & SDM Mahila Mahavidyalaya
Krishnamurthypuram, Mysore-570 004



MMK & SDM MAHILA MAHAVIDYALAYA

KrishnamurthyPuram, Mysore.



Department of Commerce

Add – On Course 2023 – 2024

“Tally Prime-Essential-1”

Objectives:

- To enable students to understand the basic concepts of Tally.
- To improve skill and ability.
- To know how to record and report the accounting transactions.

Course Outcome:

- After learning course, students get to know basics of Tally.
- Applicability of learning into practice.
- Course creates employability.

PRINCIPAL

- Registration Fee: Rs 3,500
- Last date for Registration:07/10/2023
- Commencement of batch: 09/10/2023
- Duration: 65 hours
- Examination will be conducted
- Certificates will be issued

PRINCIPAL

MMK & SDM Mahila Maha Vidyalaya
KrishnamurthyPuram - Mysore - 570014

Classes will be conducted on every

Monday, Tuesday and Wednesday between 3 p.m. to 5 p.m.

Facilitator

Mr. Prashanth Jain H.V.
HOD of Commerce

Co -Ordinator

Ms. Sandhya. S
Assistant Professor of Commerce


Chief Organiser

Prof. Sainath Malligemadu
Principal

MMK & SDM MAHILA VIDYALAYA MYSURU
Department of Commerce
Circular

Office of the Principal
Date: 03/10/2023

Department of Commerce is organizing Tally Orientation Programme for Second year B.com and BBA students on 3rd October 2023 at 2pm in the Room no T309.



Head of the Department



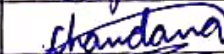
Department of Commerce

MMK & SDM Mahila Mahavidyalaya
K.M. Puram, Mysore - 570004



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MMK & SDM Mahila Mahavidyalaya
Krishnamurthypuram, Mysore-570 004

II B.COM 'A'	
II B.COM 'B'	
II BBA	

MMK & SDM Mahila Mahavidyalaya

Department of Commerce

Add on Course Tally Essential level – 1

SYLLABUS

Duration: 65 Hours

Chapter 1: Fundamentals of Accounting (5 Hrs.)

Introduction: Meaning of Accounting. Terminologies used in accounting. Concepts of Accounting. Double Entry System of Accounting. Uses of Debit and Credit, Rules of Debit and Credit, Golden Rules of Accounting. Recording of Business Transactions, Journal Transactions, Trial Balance. Financial Statements, Trading Account, Profit & Loss Account. Balance Sheet, Subsidiary Books & Control Accounts, Cash Book, Purchase (Journal) Book, Purchases Return (Journal) Book, Sales (Journal) Book, Sales Return (Journal) Book. Journal Proper. Control Accounts, Depreciation: Methods for Depreciation. Preparation of Depreciation schedule. Computerised Accounting. Advantages of Computerised accounting.

Chapter 2: Introduction to Tally Prime (6 Hrs.)


Introduction. Features of Tally Prime, Downloading and Installation of Tally Prime

Types of Licenses in Tally Prime, Activate New License. Reactivate License in Tally

Prime. Working Tally Prime in Educational Mode, Company Creation and Setting up Company Features in Tally Prime, Getting Started with Tally Prime. Navigating from Anywhere to Anywhere in Tally Prime. F12 Configuration a Tally Prime. Alter Company Details, Shut the Company.

Chapter 3: Maintaining Chart of Accounts & Calculator (7 Hrs.)

Introduction, Chart of Accounts, Creation of Masters in Tally Prime, Accounting Masters, Inventory Masters, Alteration of Masters in Tally Prime. Deletion of Masters in Tally Prime, Multi-Masters Creation and Display of Chart of Accounts Multi Groups Creation, Multi Ledgers Creation, Multi Stock Groups Creation, Multi Stock Items Creation. Tally Line Calculator.



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Chapter 4: Recording and Maintaining Accounting Transactions (8 Hrs.)

Introduction. Recording Transactions in Tally. Recording Accounting Vouchers in Tally

Prime, Receipt Voucher (F6), 43.2 Contra Voucher (F4) Payment Voucher (F5), Purchase Voucher (F9). Sales Voucher (F8), Debit Note Voucher Alt+F5 Credit Note Voucher (Alt+F6), Journal Voucher (F7)

Chapter 5: Banking (7 Hrs.)

Introduction, Banking Payments, Cheque Printing. Deposit Slip, Cheque Deposit Slip. Cash Deposit Slip. Payment Advice, Bank Reconciliation

Chapter 6: Generating Financial Statements and MIS Reports (8 Hrs.)

Introduction, Final Accounts Reports in Tally Trial Balance, Profit and Loss Account, Balance Sheet, Cash Flow & Fund Flow Analysis Report, Receipts and Payments, MIS Reports in Tally. Stock Summary Analysis, Day-Book, Cash and Bank Book, Purchase Register Sales Register, Journal Register, Bird's eye view Drill down display from anywhere to anywhere

Chapter 7: Data Security (8 Hrs.)

Introduction, Security Control, Activation of Security Control, Creation of Security Levels User Roles). Creation of Users and Passwords for Company. Accessing the company using Security Levels Auto Login. Tally Vault


Chapter 8: Company Data Management (8 Hrs.)

Introduction. Backup of Company Data. Restoring of Company Data Company Data

Repair, Migration of Tally ERP 9 Company Data to Tally Prime

Chapter 9: Statutory Taxation (8 Hrs.)

GST-Goods & Services Tax, Sales & Purchase Transactions with Reports



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MMK & SDM Mahila Mahavidyalaya
Krishnamurthypuram, Mysore-570 004



(Managed by: SDME Society, Ujire)

Mysore Makkala Koota &

SHRI DHARMASTHALA MANJUNATHESWARA MAHILA MAHAVIDYALAYA

Krishnamurthypuram, Mysore - 570 004



Prof. Sainath Malligemadu
Principal

Dr. D Veerendra Heggade
President: SDME Society, Ujire.

Tally Essential Level – 1

Students List

Sl. No	Name	Class	Roll No	Signature
1	Ambika	II B. Com 'A'	22704	Ambika
2	Swathi T N	II B. Com 'B'	22777	Swathi T.N
3	Druthi R Bhojugade	II B. Com 'B'	22752	Druthi R.B
4	Nisarga Mahesh	II B. Com 'B'	22764	Nisarga Mahesh
5	Chandana R	II B. Com 'B'	22749	Chandana R
6	Anitha K	II B. Com 'B'	22743	Anitha K
7	Ranjitha N	II B. Com 'B'	22766	Ranjitha N
8	Sukrutha L	I B. Com 'A'	23737	Sukrutha L
9	Nishchitha	I B. Com 'A'	23720	Nishchitha
10	Sinchana M. B	I B. Com 'A'	23732	Sinchana M.B
11	Likhitha P	I B. Com 'A'	23714	Likhitha P
12	Manswini. L	I B. Com 'A'	23715	Manswini L
13	Soundarya B	I B. Com 'A'	23734	Soundarya B
14	Varshitha C	I B. Com 'B'	23781	Varshitha C
15	Chithra Shree B G	I B. Com 'B'	23744	Chithra Shree B G
16	Manasvi Murthy	I B. Com 'B'	23757	Manasvi
17	Babitha Singh A	I B. Com 'B'	23743	Babitha
18	Nagashree N Raj	I B. Com 'B'	23717	Nagashree N, Raj
19	C. Chayasheety	II B. Com 'A'	22708	C. Chayasheety
20	Darshini. R.	I B. Com 'B'	23745	Darshini R


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Krishnamurthypuram, Mysore-570 004



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Mysore Makkala Koota &

SHRI DHARMASTHALA MANJUNATHESWARA MAHILA MAHAVIDYALAYA

Krishnamurthypuram, Mysore - 570 004



Prof. Sainath Malligemadu
Principal

Dr. D Veerendra Heggade
President: SDME Society, Ujire.

Tally Essential Level – 1
Fees Details

Sl. No	Name	Class	Roll No	Amount	Signature
1	Ambika	II B. Com 'A'	22701	3,500	Ambika
2	Swathi T N	II B. Com 'B'	22777	3,500	Swathi T N
3	Druthi R Bhojugade	II B. Com 'B'	22752	3,500	Druthi R B
4	Nisarga Mahesh	II B. Com 'B'	22764	3,500	Nisarga Mahesh
5	Chandana R	II B. Com 'B'	22749	3,500	Chandana R
6	Anitha K	II B. Com 'B'	22743	3,500	Anitha K
7	Ranjitha N	II B. Com 'B'	22766	3,500	Ranjitha N
8	Sukrutha L	I B. Com 'A'	23737	3,500	Sukrutha L
9	Nishchitha	I B. Com 'A'	23720	3,500	Nishchitha
10	Sinchana M. B	I B. Com 'A'	23732	3,500	Sinchana M B
11	Likhitha P	I B. Com 'A'	23714	3,500	Likhitha P
12	Manswini. L	I B. Com 'A'	23715	3,500	Manswini L
13	Soundarya B	I B. Com 'A'	23734	3,500	Soundarya B
14	Varshitha C	I B. Com 'B'	23781	3,500	Varshitha C
15	Chithra Shree B G	I B. Com 'B'	23744	3,500	Chithra Shree B G
16	Manasvi Murthy	I B. Com 'B'	23757	3,500	Manasvi
17	Babitha Singh A	I B. Com 'B'	23743	3,500	Babitha
18	Nagashree N Raj	I B. Com 'B'	23717	3,500	Nagashree N Raj
19	C. Chayasheety	II B. Com 'A'	22708	3,500	C Chayasheety
20	Darshini. R.	I B. Com 'B'	23745	3,500	Darshini R


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Krishnamurthypuram, Mysore-570 004

MMK & SDM MMV,MYSORE
UNDEFINED,UNDEFINED - 570004

Trns. No. :00882

CR No: 119065

PAYMENT VOUCHER

[BANK OF BARODA - 73820100000680 (PAYMENT)]

Trns. Date :18/03/2024

EDUKARE ITES

KUVEMPUNAGARA
NORTH,SARASWATHIPURAM,MYSORE
MYSORE

Ref. No.: 882

Ref. Dt.:
18/03/2024

TALLY CERTIFICATE COURSE COACHING FEE 2023-24 - TOTAL AMOUNT COLLECTED FROM STUDENTS -
(Rs.3500*20=70000) OUT OF (85% TO PARTY - Rs.53550 LESS 10% TDS - Rs.5950 = Rs.59500) & (15% OF Rs.10500 TO COLLEGE)
HENCE NOW Rs.53550 PAID TO EDUKARE ITES TDS AMOUNT RS.5950

Paid By : Cheque/DD

Bank :BOB

Place :MYSORE

Cheque/DD No :001546

Date :18/03/2024

Sl.	Cr/Dr	A/c Name	Amount	SI No.	CostProfitCentr	Amount
1	Cr	BANK OF BARODA - 73820100000680 (PAYMENT)	5950.00			
2	Dr	EDUKARE ITES	5950.00			

Dr Total : 5950.00

Cr Total : 5950.00


Cashier

Verified By

Authorized By

Payee's Signature

Account Copy


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MMK & SDM Mahila Mahavidyalaya
Krishnamurthypuram, Mysore-570 004

MMK & SDM MMV, MYSORE
UNDEFINED, UNDEFINED - 570004

Trns. No. :00881

CR No: 119064

EDUKARE ITES

KUVEMPUNAGARA
NORTH, SARASWATHIPURAM, MYSORE
MYSORE

PAYMENT VOUCHER
[BANK OF BARODA - 73820100000680 (PAYMENT)]

Trns. Date : 18/03/2024

Ref. No.: 881

Ref. Dt.:
18/03/2024

TALLY CERTIFICATE COURSE COACHING FEE 2023-24 - TOTAL AMOUNT COLLECTED FROM STUDENTS -
(Rs.3500*20=70000) OUT OF (85% TO PARTY - Rs.53550 LESS 10% TDS - Rs.5950 = Rs.59500) & (15% OF Rs.10500 TO COLLEGE)
HENCE NOW Rs.53550 PAID TO EDUKARE ITES

Paid By : Cheque/DD

Bank : BOB

Place : MYSORE

Cheque/DD No : 001545

Date : 18/03/2024

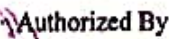
Sl.	Cr/Dr	A/c Name	Amount	SI No.	Cost/Profit/Contr	Amount
1	Cr	BANK OF BARODA - 73820100000680 (PAYMENT)	53550.00			
2	Dr	EDUKARE ITES	53550.00			

Dr Total : 53550.00

Cr Total : 53550.00



Cashier


Verified By


Authorized By

Payee's Signature

Account Copy


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MMK & SDM Mahila Mahavidyalaya
Krishnamurthypuram, Mysore-570 004

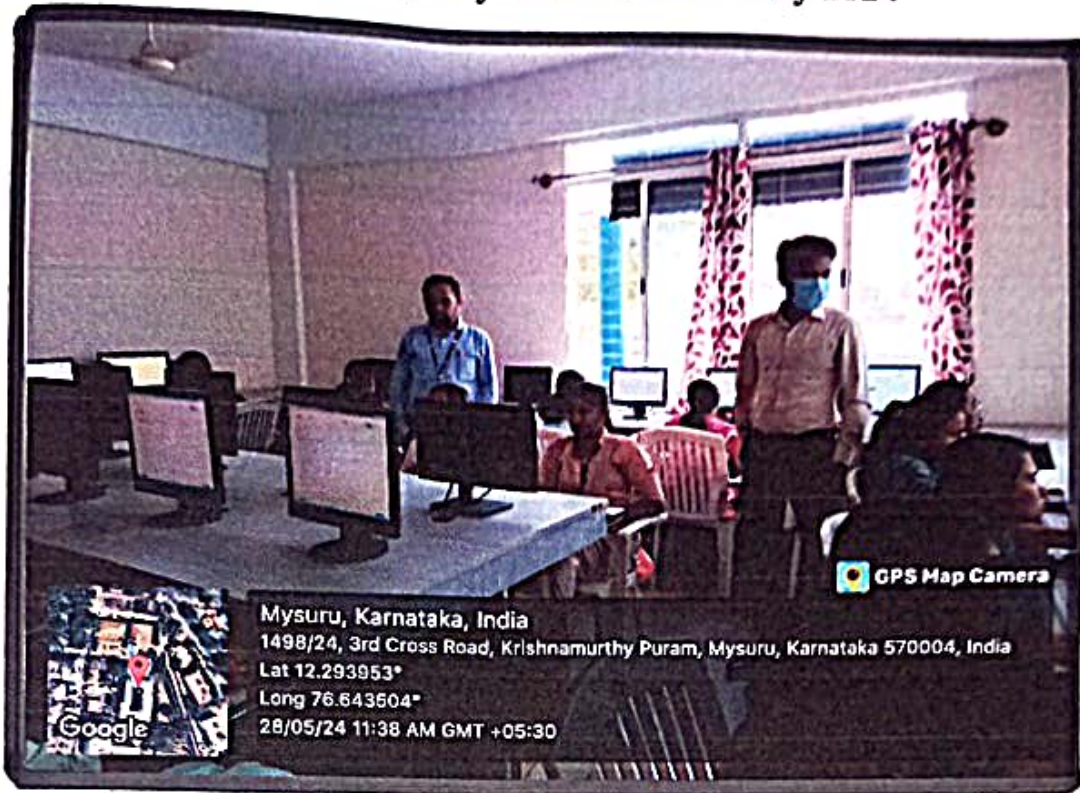
Tally Essential Level – 1
Result Sheet

Sl. No	Name	Class	Roll No	Marks	Signature
1	Ambika	II B. Com 'A'	22701	41.67%	Ambika
2	Swathi T N	II B. Com 'B'	22777	63.33%	Swathi T.N
3	Druthi R Bhojugade	II B. Com 'B'	22752	66.67%	Druthi B.R
4	Nisarga Mahesh	II B. Com 'B'	22764	65%	Nisarga Mahesh
5	Chandana R	II B. Com 'B'	22749	68.33%	Chandana R
6	Anitha K	II B. Com 'B'	22743	43.33%	Anitha K
7	Ranjitha N	II B. Com 'B'	22766	61.67%	Ranjitha N
8	Sukrutha L	I B. Com 'A'	23737	45%	Sukrutha L
9	Nishchitha	I B. Com 'A'	23720	61.67%	Nishchitha
10	Sinchana M. B	I B. Com 'A'	23732	56.67%	Sinchana M. B.
11	Likhitha P	I B. Com 'A'	23714	58.33%	Likhitha P
12	Manswini. L	I B. Com 'A'	23715	51.67%	Manswini L
13	Soundarya B	I B. Com 'A'	23734	58.33%	Soundarya B
14	Varshitha C	I B. Com 'B'	23781	43.33%	Varshitha C
15	Chithra Shree B G	I B. Com 'B'	23744	55%	Chithra Shree B.G
16	Manasvi Murthy	I B. Com 'B'	23757	55%	Manasvi
17	Babitha Singh A	I B. Com 'B'	23743	63.33%	Babitha
18	Nagashree N Raj	I B. Com 'B'	23717	45%	Nagashree N Raj
19	C. Chayasheety	II B. Com 'A'	22708	53.33%	C. Chayasheety
20	Darshini. R.	I B. Com 'B'	23745	61.67%	Darshini R.

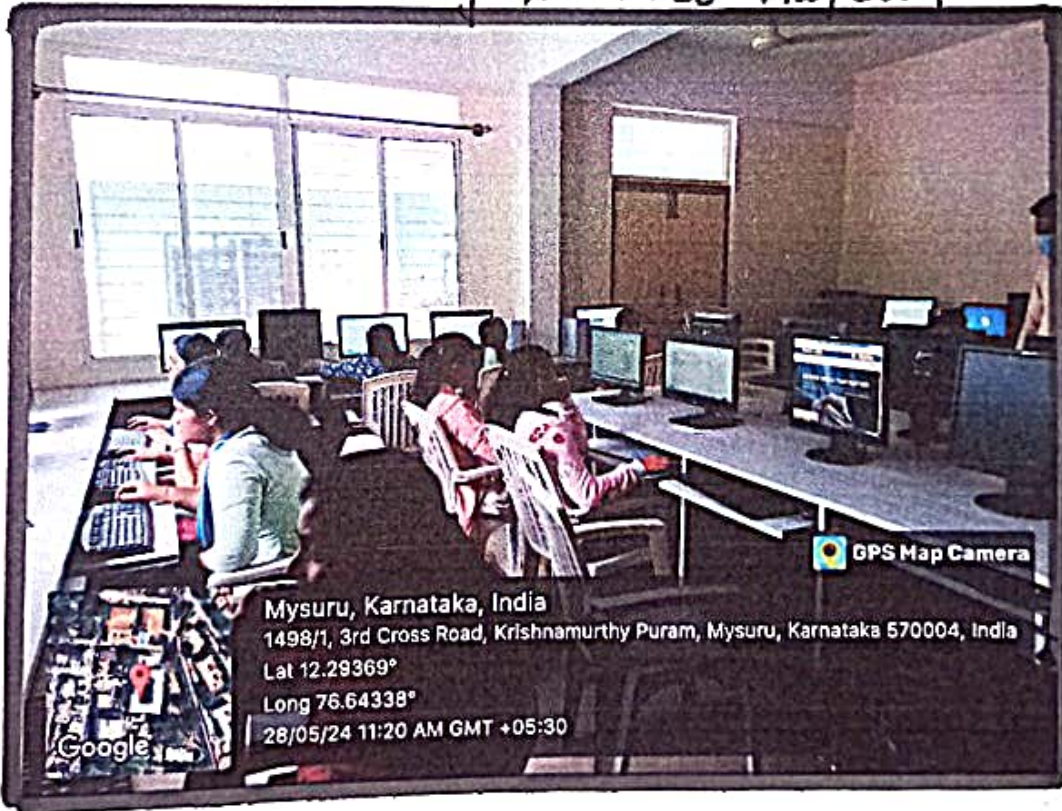

PRINCIPAL

MMK & SDM Mahila Mahavidyalaya
Krishnamurthypuram, Mysore-570 001

Conducted Tally Exam on 28th May 2024



Conducted Tally Exam on 28th May 2024



PRINCIPAL

MMK & SDM Mahila Mahavidyalaya
Krishnamurthypuram, Mysore-570

Subject : Tally

Lecturer : Sri/Smt. Year : 20-20

M.M.K. & S.D.M. Maha Vidyalaya, Mysuru
Class Attendster (Subject-wise)

Sl. No.	NAME	Sl. No. of Class	Roll No.	Month Date	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
					10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10
1	Ambika	2270			1	2	3	4	5	A	6	7	8	9	10	11	12	13	14	15	16	17	18	A	19	20	A	21
2	Dhruvi R Bhajugade	22752			1	A	2	3	4	5	6	7	8	A	9	10	11	12	13	A	14	15	16	17	18	19	20	A
3	Suathi T.N	22777			1	2	3	A	4	5	6	7	A	8	9	10	11	12	13	14	A	15	16	17	18	19	20	A
4	Nisarga Mahesh	22764			1	2	3	4	5	A	6	7	8	9	10	11	12	A	13	14	15	16	A	17	18	19	20	21
5	Chandana R	22749			1	2	3	A	4	5	6	7	8	A	9	10	11	12	13	14	A	15	16	17	18	19	20	21
6	Anitha K	22743			1	2	A	3	4	5	6	A	7	8	9	10	11	A	12	13	14	15	A	16	17	18	A	19
7	Ranjitha N	22766			1	2	3	A	4	5	6	7	8	9	A	10	11	12	13	14	A	15	16	17	18	A	19	20
8	Sukrutha L	23737			A	1	2	3	4	A	5	6	7	A	8	9	10	11	A	12	13	14	15	A	16	17	18	19
9	Nischitha	23720			1	2	A	3	4	5	6	A	7	8	9	10	11	A	12	13	14	15	A	16	17	A	18	19
10	C.Chayashetty	22708			A	A	A	A	A	A	A	A	A	A	A	1	2	3	4	5	6	7	8	9	10	11	12	13
11	Darshini R	23745			A	A	A	A	A	A	A	A	A	A	A	1	2	3	4	5	6	7	8	9	10	11	12	13
12	Siarchana M.B	23732			1	2	3	A	4	5	6	7	A	8	9	10	11	12	13	14	A	15	16	17	18	19	20	A
13	Likhitka P	23714			1	2	3	4	5	A	6	7	8	A	9	10	11	12	13	14	15	16	17	A	18	19	20	21
14	Manswini L	23715			1	2	A	3	4	5	6	A	7	8	9	10	11	12	13	14	A	15	16	17	18	19	20	A
15	Soundarya B	23734			A	1	2	3	A	4	5	6	7	8	9	10	11	A	12	13	14	15	16	17	A	18	19	20
16	Nagashree N.Raj	23717			A	A	1	2	3	4	5	6	7	8	A	9	10	11	12	13	14	15	16	17	18	19	20	21
17	Vanshitka C	23781			1	2	3	4	5	6	7	A	8	9	10	11	12	13	A	14	15	16	17	18	19	20	A	21
18	Chithra Shree B.G	23744			1	A	2	3	4	A	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
19	Mansvi Muntly	23757			1	2	A	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
20	Babitha Singh A	23743			1	2	3	A	4	5	6	7	8	A	9	10	11	12	13	14	15	16	17	18	A	19	20	21

(Signature)

PRINCIPAL

M.M.K. & S.D.M. Maha Vidyalaya
 Krishna Murthi Road, Mysuru 57001

Initials of Lecturer

Subject : Tally

Lecturer : Sri/Smt.

M.M.K. & S.D.M. Miha Vidyalaya, Mysuru
Class Attenster (Subject-wise)

Sl. No.	NAME	Sl. No. of Class	
		Roll No.	Month Date
1	Ambika	2270	
2	Dhruvi R Bhajugade	22752	
3	Swathi T.N	22777	
4	Nisarga Maheshi	22764	
5	Chandana R	22749	
6	Aartha K	22743	
7	Ranjitha N	22766	
8	Sukrutha L	23737	
9	Nischitha	23720	
10	C.Chayashree	22708	
11	Darshini R	23745	
12	Geetha M.B	23732	
13	Likitha P	23714	
14	Manswini L	23715	
15	Soundarya B	23734	
16	Nagashree N. Raj	23717	
17	Vanshitha C	23781	
18	Chithra Shree B. G	23744	
19	Mammi Muntli	23757	
20	Babitha Singh A	23743	

47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65
03	03	03	03	03	04	04	04	04	04	04	04	04	05	05	05	05	05	05
14	22	25	26	27	21	22	23	24	20	15	16	17	26	03	22	21	21	22
61	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59
39	A	40	41	42	43	44	45	A	46	47	48	49	50	51	52	53	54	55
40	41	42	A	43	44	A	45	46	47	48	49	50	51	A	52	53	54	55
A	38	39	40	A	41	42	43	44	A	45	46	A	47	48	49	50	51	52
20	41	A	42	A	43	44	45	46	A	47	48	A	49	A	50	51	52	53
38	39	40	A	41	42	43	A	44	45	46	47	A	48	49	50	51	52	53
39	40	A	41	42	43	A	44	45	46	47	48	49	A	50	51	52	53	54
38	A	39	40	A	41	42	43	44	45	46	47	48	49	50	51	52	53	54
38	39	40	A	41	42	43	44	A	45	46	47	48	49	50	A	51	52	53
33	34	35	36	37	38	A	39	40	41	42	43	44	A	45	46	47	48	49
A	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51
39	40	41	A	42	43	44	45	46	A	47	48	49	50	51	52	A	53	54
41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59
40	A	41	42	43	44	A	45	46	47	48	49	50	A	51	52	53	54	55
40	41	42	A	43	44	45	46	A	47	48	49	50	A	51	52	53	54	55
40	41	42	43	44	A	45	46	47	48	49	50	51	52	A	53	54	55	56
44	45	A	46	47	48	49	50	A	51	52	53	54	55	56	57	58	59	60
40	41	42	43	A	44	45	46	47	48	49	50	51	52	A	53	54	55	56
A	43	44	45	46	47	A	48	49	50	51	52	53	54	55	56	57	58	59
40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58

Bharati N

M.M.K. & S.D.M. Miha Vidyalaya
 Mysuru - 570001

Tally

POWER OF SIMPLICITY

TEPL
Tally Education

Certificate of Merit

This certificate is awarded to

Sukrutha L

Son/Daughter of

Lokesh K

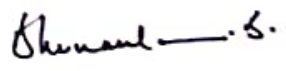
for successfully completing

TallyEssential Level 1

and securing Grade **B**

Place of Issue: Bengaluru
Date Certified: 07-Jun-2024
Release: Prime 1.1


PRINCIPAL
MMK & SDM Mahila Maha Vidyalaya
Krishnamurthypuram, Mysuru-570001


Bhuvaneshwari B
Chief Executive Officer
Tally Education and Distribution
Services Private Limited

Certificate No: 904557528

Institute Name

MMK And SDM Mahila Mahavidyalaya

Tally Education and Distribution Services Private Limited (Formerly known as "Tally Education Private Limited"),
a subsidiary of Tally Solutions Pvt. Ltd., is the only entity authorised to issue certifications on Computerised Accounting with Tally

This Certificate can be verified at www.tallyeducation.com