

TALLY 7.2

Sr.NO.	TOPICS
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I	INTRODUCTION
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Basic Accounting Concepts, Classification of Accounts, Principles of Book- keeping, Accounting Principles and Conventions, Financial Statements, Importance of Book- keeping and Accountancy.

II	COMPUTERISED ACCOUNTING
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Role of Computer in Accounting, Introduction to Tally Software, Creation and alteration of- Groups, Ledgers, Stock items, Measurement Units, Multiple Go downs, Stock Categories. Types of Vouchers, Recording of Entry, Study of Financial Statements, Display of Various Reports.

III	VAT
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Introduction to VAT, Concept of VAT, Classifications of VAT, Set up of Tally7.2, Creation of Ledgers and stock items, types of vouchers, Recording of Entry, Vat Computations, VAT Returns, Generating Various Reports, Printing Configurations, Utilities of Tally 7.2, Rate Differences, Inter State Trade, Unregistered Dealers, Capital Goods, Opening Stock, Inter State Branch Transfer.

IV	TDS
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Introduction to TDS Set up of Tally 7.2 Deductee Type, Master Creation, TDS Deduction, TDS Payment, Advance Payment, TDS Reports, Printing Configuration

V	Service Tax
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Introduction to Service Tax, Set up pf service Tax in Tally, Assessable value, Deduction value, Service Tax Regulation & Procedure for filing Returns, Printing Configurations.

Tally 7.2 Accounts information- groups creations, ledgers, alteration of ledgers etc. inventory information, stock group creation, stock items creation, unit of measures creation, multiple go downs, stock categories etc. , voucher entry, contra, payment, receipt, journal, sales, purchase, memo, financial statements profit & loss a/c, balancesheet,dallyaccounts/weekly/fortnightly/monthly/quarterly/ yearly account maintenance, display of various reports, group summary, **VAT, TDS.**

Ex-Next Creation of chart of accounts, items, charges, narration, custom fields etc. folders supplier, customer, item, reports, balance-sheet, profit & loss
A/C, customer list, supplier list, tax books, budget variance.

Wings Creation of accounts, master, product master, tax registers cash entry, receipts, cash payment, bank receipts, sales, stock entries, journals.

SOLAPUR UNIVERSITY, SOLAPUR
Janvikas Kendra
Certificate Course in Tally 7.2

Day: - Friday
Date: - 12/02/2016
Subject: - Tally 7.2

Time: - 11.00 to 2.00
Marks: - 100
Paper-1

Instruction: 1) All Questions are compulsory.
2) Numbers to the right side indicate marks.

Q1:-A) Choose the Correct alternative

(10)

1. BOM represents _____
a) Billing of Machine b) Bill of Materials c) Bill of maintenance d) None
2. To change current date _____ shortcut key is used.
a) F1 b) F5 c) F2 d) F9
3. _____ option is used to copy company's data into pen drive or CD.
a) Backup b) restore c) split company data d) none
4. _____ key is used to view reports in Tally.
a) F1 b) alt+F1 c) F3 d) alt+F3
5. _____ short cut key is used to quit from Tally.
a) ctrl+L b) ctrl+M c) ctrl+P d) ctrl+Q
6. Shortcut used for calculator is _____
a) ctrl+N b) ctrl+M c) ctrl+B d) ctrl+C
7. Trial balance is prepared on _____
a) Monthly b) Annually c) half yearly d) All of these
8. _____ no. of groups are predefined in Tally.
a) 28 b) 30 c) 15 d) 19
9. Amount payable as TDS can be known by _____ report in Tally.
a) computation b) E-return c) Form 16A d) Form 26
10. By _____ report we can come to know if VAT is payable or refundable.
a) E-vat form b) VAT Formsc) VAT computations d) None

B) Fill in the blanks

(5)

1. Investment is a ----- asset.
2. Process of transferring information from journal to ledger is called _____.
3. Cash sales enter into _____ voucher.
4. _____ transactions involves receipt and payment through cheque.
5. Discount received is _____.

C) State True or False

(5)

1. Stock in hand is considered to be Liabilities.
2. Finished goods are called Bill of Materials.
3. MRN stands for Material Return Note.

4. Accounting year starts from 1st April and ends on 31st December.
5. Voucher types are located in Account Info menu.

Q2:- A) Answer the following (Any 3)

(15)

1. What are Assets? explain 3 types of assets
2. Explain various function keys in Tally.
3. Explain Journal.
4. What is Service tax?

B) What are the advantages of computerized accounting?

(5)

Q3:- Describe / Long Answers (Any 2)

(20)

1. Explain How to create a company details in Tally with example.
2. Explain Different types of Vouchers
3. What is TDS? Explain in detail. List various TDS reports generated.

Q4:- Write short notes on (any 4)

(20)

1. Book Keeping
2. Service Tax
3. VAT
4. TDS Reports
5. Profit & Loss A/c

Q5:- Solve the followings.(10 marks for each question)

20

Journalise the following ten questions.

1. Manjeet started business with capital amount Rs.300000
2. Received a cheque Rs 7000 from Manish.
3. Paid electricity bill Rs 1200
4. Received Commission i Rs 700 from Snehal.
5. Paid Rs 12000 as a travelling expenses
6. Computer worth Rs 25000 lost.
7. Cash purchase Rs 50000.
8. Lalit settled his A/c of Rs 1000 and was allowed 5% discount.
9. The owner of the company withdraws Rs 15000 for his personal use.
10. Bought Stationary Rs 500 from Ganesh Book Stall.
11. Interest paid Rs 200.

2. Pass the Journal Entries of M/s. Ganesh Traders. Post them to the Ledger from the following transactions

Date	Transactions	Rs.
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2016		
April 1	Commenced Business with cash	1,00,000
April 7	Goods purchased	25,000
April 15	Purchased Furniture	22,000
April 25	Cash Sales	15,000

SOLAPUR UNIVERSITY, SOLAPUR
Janvikas Kendra
Certificate Course in Tally 7.2

Day: - Monday

Date: - 15/02/2016

Subject: - Tally 7.2 (Practical)

Time: - 11.00 to 2.00

Marks: - 100

Paper- 2

Instruction: 1) All Questions are compulsory.

2) Numbers to the right side indicate marks.

1. Create a company as "Sony Industries Ltd." in Tally.
2. Pass the Following entries.
 1. Lalit started " Sony Industries Ltd." By bringing capital Rs.3,00,000/- cash.
 2. He deposited Rs.1,00,000/- cash at Dena Bank.
 3. He paid electricity bill for Rs. 1,200/- by cash.
 4. He withdrawn Rs. 5,000/- cash for his personal use.
 5. He purchased 10 computers for Rs. 25,000/- each on credit with 4% Vat rate.
 6. He sold 5 computers to "Mote Industries Ltd." for Rs. 27,500/- each in cash with 4%Vat rate.
 7. He received Rs. 6000/-as a commission from Mahesh by cash.
 8. He paid house rent for Rs. 5000/- by cash
 9. He withdrawn Rs.25,000/-cash from Dena Bank.
 10. He purchased furniture for Rs. 25,000/- by cash for office use.
3. Show the Trial Balance and Balance Sheet of " Sony Industries Ltd."
4. Show VAT computation report of " Sony Industries Ltd." company.
5. Show the Cash Book and Bank Book of Company.
6. Show the day Book.

7. Show various reports.

Sr.no	Practical work	Practical Total Marks	
1	Company creation	15	
2	Passing Journal entries	20	
3	Ledger Entries	15	
4	Trail balance ,Balance sheet	10	
5	Service tax, TDS, VAT	10	
6	Various Books	10	
7	Reports	20	
	Total Marks	100	