CERTIFICATION COURSE IN TALLY ERP9

B.Com 1st Year

15th Nov. 2022 – 23th Feb. 2023

Resource Person

Mr. PRETUSH GUPTA

Trainer, Albatross

www.mimt.org | Plot No. 8 & 9, Knowledge Park-II, Greater Noida, Delhi-NCR, India

SYLLABUS (48 Hours)

Unit	Course Contents

Unit 1	1. Tally Introduction: Application of Tally 2. Various versions of Tally. Accounts Information-Business Transactions Double Entry System 3. Recording 4. Ledgers and Groups.
Unit 2	1. Inventory Information- Stock Groups 2. Stock Items 3. Units of Measure 4. Accounting Vouchers- Receipts Vouchers 5. Payment Vouchers 6. Purchase Vouchers 7. Sales Vouchers 8. Contra Vouchers 9. Journal Vouchers 10. Debit Note 11. Credit Note 12. Memorandum Vouchers
Unit 3	1. TDS Calculation 2. TDS Entry 3. TDS Reports 4. Enabling GST Feature 5. Ledgers for GST 6. Voucher Entry with GST 7. GST Invoices
Unit 4	1. Date Management- More than one year company creation 2. Change Period 3. Payroll System 4. Discount Management- Cash Discount 5. Trade Discount 6. Vouchers Types 7. Back up

	8. Restore.	
Unit 5	1. Display- Trial Balance	
	2. Day Book	
	3. Account books	
	4. Statement of Accounts	
	5. Inventory Books	
	6. Statements of Inventory	
	7. Cash/fund flow	
	8. Payroll Reports	
	9. List of Accounts	
	10. Exception Reports	
	11. Print Management	
	12. Various Types of Company- Traders Processional	
	13. Opening Balance with New Company Other Options	

SCHEDULE

Session	Content	Time	Date
S1	Tally Introduction: Application of Tally Various versions of Tally. Accounts Information-Business Transactions Double Entry System Recording	10AM – 12PM	15-Nov-2022

S2	Accounting Configuration & Features Company Creation, Alteration Group Creation Multiple Group Creation	10AM – 12PM	18-Nov-2022
S3	Ledger Creation Multiple Ledger Creation Ledgers and Groups	10AM – 12PM	22-Nov-2022
S4	Inventory Information: Inventory configuration & features Inventory info. Menu Stock groups Stock Items Units of Measure	10AM – 12PM	25-Nov-2022
S5	Accounting Vouchers: Receipts Vouchers Payment Vouchers Purchase Vouchers	10AM – 12PM	29-Nov-2022
S6	Accounting Vouchers: Sales Vouchers Contra Vouchers Journal Vouchers	10AM – 12PM	02-Dec-2022
S7	Voucher Entry: Debit Note Credit Note Memorandum Vouchers	10AM – 12PM	06-Dec-2022
S8	Voucher Entry: Inventory Voucher	10AM – 12PM	09-Dec-2022

S9	Advance Inventory: Order Processing Reorder Levels Batch Wise Details Bills of Material	10AM – 12PM	13-Dec-2022
S10	Advance Inventory: Batch Wise Details Price List Additional Cost Details	10AM – 12PM	16-Dec-2022
S11	Taxes: TDS TDS Report TCS	10AM – 12PM	20-Dec-2022
S12	Taxes: Concept of GST Activation of GST Setting Up GST Rates Updating Stock Items and Stock Groups for GST Compliance	10AM – 12PM	23-Dec-2022
S 13	Purchase Voucher with GST: Updating GST Number for Suppliers Intra-State Purchase Entry in GST (SGST + CGST) Inter-State Purchase Entry in GST (IGST) GST Purchase Entry for Unregistered Dealer in Tally	10AM – 12PM	10-Jan-2023
S14	Sales Voucher with GST: Updating GST Number for Suppliers	10AM – 12PM	13-Jan-2023

	Intra-State Sales Entry in GST (SGST + CGST) Inter-State Sales Entry in GST (IGST)		
S15	Payroll System: Employee Creation Employee Attendance Register Pay Head Creation Salary Report	10AM – 12PM	17-Jan-2023
S16	Advanced Accounting: Multiple Currencies Activating Interest Calculations	10AM – 12PM	20-Jan-2023
S17	Bank Reconciliation Budgets & Control	10AM – 12PM	24-Jan-2023
S18	Cash/fund flow Fund flow Statement	10AM – 12PM	27-Jan-2023
S19	Display- Trial Balance Day Book Account books	10AM – 12PM	31-Jan-2023
S20	Statement of Accounts Inventory Books Statements of Inventory	10AM – 12PM	3-Feb-2023
S21	Point of Sale (PoS): Features of PoS, Configuring PoS in Tally ERP 9, Entering PoS transactions, Generating PoS reports	10AM – 12PM	7-Feb-2023

S22	Search, Filter and Sorting: Searching and Finding particular entries Sorting with Alias, Numbers and Texts List of Ledgers and Groups	10AM – 12PM	10-Feb-2023
S23	Exception Reports Print Management	10AM – 12PM	14-Feb-2023
S24	Technological Advantages of Tally. ERP9 Tally Vault Security Control Tally Audit Backup and Restore Split Company data Export & Import	10AM – 12PM	17-Feb-2023
Exam for Certification Course in Computer		10AM – 12PM	23-Feb-2023

PROFILE OF RESOURCE PERSON

Mr.Pretush Gupta, Trainer, Albatross

I am a dedicated and self-motivated Computer Trainer with two years of valuable experience in the education sector. My passion for technology and commitment to fostering a dynamic learning environment have contributed significantly to the success of the institutions I have been associated with.

My diverse experience and continuous engagement with multiple educational institutions reflect my adaptability and commitment to staying updated with the latest trends in the field of computer training. I am eager to contribute further to the growth and success of educational institutions by imparting valuable skills to the next generation of IT professionals.

	Report

Name of Course	Certification Course in Tally ERP9
Date	15th November, 2022 to 14th February, 2023
Venue	Computer Lab, MIMT
Organized by	Management Department
Name of External Examiner	Mr.Pretush Gupta
Beneficiary	B.Com 1st Year Students (84)
Name of Internal Examiner	Ms.Neha Dhingra
Objective	The aim of this certification course is: ● To impart knowledge about financial accounting concepts. ● To make them learn how to keep track of finances. ● To provide hands-on training along with theoretical concepts.
Content	Today, computers are used in more environments and for more functions than ever before, and their use is only expected to increase. In the accounting world, it is software that manages business finances. Tally provides a comprehensive information security framework that secures user data by authenticating, authorizing, encrypting, and maintaining its integrity. By understanding the need Mangalmay Institute of Management and Technology organized a 48-hour Certification Program on Computer for B.com 1st year students. The following topics covered under the course. **Day 1: Introduction of Tally Software** The types of accounts, golden rule of accounting and the journal entries discussed and in tally software how to open a company or firm or how to shut the company and the information related to the basic use of tally was shared. **Day 2: Accounting Configuration and Features** The expert taught about the different features of a company can be selected or modified by F11: Features button. This button is available in almost all screens of Tally. **Day 3: Ledger Creation**

It is a very important step as many journal entries depend on the correct grouping. How to create the ledger and how to group them would be taught in the class. For creation of ledger heads, choose the following menu/sub-menu: Accounts Info.   Ledgers   Create (under Single Ledger). Thereafter a screen for Ledger Creation will appear. Write the name of the Ledger head, the name of the related Group head (against the field 'Under'), and other information as required.

Day 4: Inventory Information

Stock Item refers to goods that the businessman manufactures or trade. It is the primary inventory entity and is the lowest level of information on the inventory. Creation of stock item one by one, creation of stock item in one-go and creation of alternate units for stock items would be taught. In addition to this, how to alter the stock item and how to display the stock items are also taught.

Day 5: Accounting Vouchers

The resource person discussed Receipts Vouchers, Payment Vouchers and Purchase Vouchers (Item Invoice & Accounting Invoice). He explained the importance of these vouchers also. Students learnt that some points should be noted for journal entries under Accounting Voucher i.e. unlike the manual system, the credit side may have to be entered first while making voucher entries.

Day 6: Accounting Vouchers Entry:

Students also learnt about the Sales (Item Invoice & Accounting Invoice), Contra & Journal Vouchers and the importance. While passing entries in Payment and Receipt journals, choose Cash or Bank against the field Account: and under Particulars choose the ledger head against which payment or receipt is involved.

Day 7: Voucher Entries:

The resource person explained about Debit Note, Credit Note and how it can be used and in which situation these instruments are used. He also discussed Memorandum Vouchers. Debit note, Credit note & Journal. Debit and Credit note journals can be activated through F11 Key. Alteration/Deletion of voucher entry was also taught

Day 7: Journal Entries/Voucher Entries

Journal entries related to the purchase, sales, contra and journal vouchers would be taught. The rules related to credit sale or purchase and cash sale

purchase were also taught.

Day 8: Voucher Entry: Inventory Vouchers

There are purchases of raw-materials (or finished goods in case of a trader) and sale of finished goods, including returns) which require the inventory voucher for recording purposes. Students were taught about the 6 type's inventory journal i.e. Stock Journal, Physical /stock, Delivery Note, Receipt Note, Rejection In and out for recording the inventory.

Day 9: Advance Inventory

Students were taught that for the advanced mode, they needed to enable advanced configuration and features for stock item master in F12: Configure and F11: Features. Students learnt that in advanced mode, it considers the past consumption patterns to suggest reorder levels but can choose to define their own reorder levels.

Day 10: Advance Inventory

Students also learnt about the batch wise details, price list & additional cost details. While making a purchase entry, can directly allocate the stock item into one or more batches depending on the business situation.

Day 11: Taxes

Students learnt about the recording of TDS and TCS. Expert discussed that record a purchase voucher with GST for the complete transaction, and then deducts TDS in journal voucher.

Day 12: GST

GST is an Indirect Tax which has replaced many Indirect Taxes in India. Students have a basic understanding of how GST works; understand the working of GST in Tally along with its accounting and calculation. Activation of GST and creation of vouchers related to GST i.e. such as Purchase, Sales, State GST, Central, Integrated GST, Stock item names etc. were taught in this session.

Day 13: Purchase Voucher with GST

Students learnt that after activation of GST, Recording of purchase of goods and services (inward supply) which attract GST can be done using the purchase voucher. Experts also discussed the inter as well as intra state supply.

Day 14: Sales Voucher with GST

Expert taught about the GST Sales entry in the tally and also taught them about the CGST, SGST & IGST. Students were also taught that if a business has multiple lines of products charging different GST rates, it is advisable to create multiple GST ledgers for different tax rates for easy understanding and reconciliation.

Day 15: Payroll System

Firstly the expert taught about how to enable payroll features then also explained how to create employee master, payroll units, heads for salary components etc.

Day 16: Advanced Accounting

Expert discussed the multi currency facilities & interest calculation. Expert also explained the use of foreign currencies in the transactions in which the customers want the invoice.

Day 17: Bank Reconciliation

Students learnt about the bank reconciliation statement which shows the difference between the bank balance shown in an organization's bank statement, as supplied by the bank, and the corresponding amount shown in the organization's own records at a particular point of time.

Day 18: Cash & Fund Flow Statement

The expert explained about the cash flow and fund flow statement which can be created in the tally. Expert explained that fund flow statement can be viewed by pressing Alt+G (Go To) > type or select Funds Flow > press Enter or alternatively by, Gateway of Tally > Display More Reports > Funds Flow.

Day 19: Display

Expert discussed that display screens of Tally.ERP 9 are dynamic and interactive. Trial Balance provides you a report on the account balances sorted by groups, for all the accounts of the selected company. In other words, the Trial balance displays a collection of main groups and their closing balances. All the other Tally.ERP 9 reports are classified into two broad categories, namely. Accounting reports and Inventory reports.

Day 20: Display: Statement of Accounts

Expert explained that gateway of Tally displays only the Balance Sheet and Profit & Loss Account directly as these statements are considered the most important. Also explain that The Cash Flow and Funds Flow display

	too has not been grouped under Statements of Accounts.
	Day 21: Point of Sales
	Students learnt that it is a computerized cash register which adds the sales total, computes tax, calculates the change from the money tendered and automatically adjusts the store's inventory to debit the amount of inventory sold.
	Day 22: Search, Filter and Sorting
	Expert explained about the importance of features like search, filter and sorting and how to use these features also explained.
	Day 23: Exception Reports
	Expert taught about the exception reports like Negative Stock, Negative Ledgers, Overdue Receivables, Overdue Payables, Memorandum Vouchers, Reversing Journals, Optional Vouchers, Cancelled Vouchers, Post-dated Vouchers, E-Mail IDs, Excise Dealer
	Day 24: Technology Advantage of Tally.Erp
	Expert discussed about the technology advantage of tally erp9 i.e. Tally Vault, Security Control, Tally Audit, Backup and Restore, Split Company data, Export & Import, Printing Report, Data Synchronization
	During the sessions, the expert went through the important aspects such as inventory information, cash flow, fund flow, payrolls etc. In almost every session students practiced their learning from the theoretical concepts.
Outcome of Activity	Students are able to learn and practice the Tally. ERP9 which is being advance tool, it will increase their employability

Examination/ Answer Script

Subject: Tally
Class: BBA 1ˢᵗ Year
Name of Student:

Time: 2 Hours

Answer all the following questions.

Total Marks: 100

Q1. Record the following transaction in tally   10

TAX INVOICE					

GSTIN : 07JTCNF5639E1ZR   Original Copy

JETAGE COMPUTER TRADERS

208, Sahyog Building 58, Nehru Place, Delhi -11019
Phone No. : 9256992278, Fax No. 011-50150155

Party Detail :-

Rajdhani Home Appliances
110A, Building No. -12, Osian Building
Nehru Place, Delhi
GSTIN :

Ship to :-
Same as above

Invoice No. :	016
Dated	01-04-2020
Payment	Credit
Reverse Charge	NA
Place of Supply	Delhi

S.N.	Description of Goods	HSN Code	Qty	Price	Amount
1	Apple MacBook Air, 13-inch Laptop (Core i5/8GB/128GB/OS Mojave/Intel HD 6000)	84713010	5 Pcs	56500.00	282500.00

Invoice Value in Words: -	**Total**	282500.00
Three lac thirty three thousand three hundred fifty only	Add : CGST@ 9%	25425.00
Terms and Conditions :-	Add : SGST @ 9%	25425.00
1 Goods once sold will not be taken back	**Grand Total**	**333350.00**

Terms and Conditions :-
1   Goods once sold will not be taken back
2   Goods sold under manufactures warranty
3   Interest @18% p.a charge on delay payment
4   Subject to Delhi Jurisdiction only

For Jetage Computer Traders
R.Malhotra

Receiver's Signature   **Authorised Signatory**

Q2. Record the following transaction in tally   10

1. Started business with cash 7,00,000.
2. Open bank account in PNB with cash Rs 40,000.
3. Purchase good for cash of Rs 45,000.

4. Purchase machinery on cash from Ramesh Rs 45,500
5. Paid rent ₹ 70,000
6. Sold good on credit to Mr.Nitin Sharma ₹ 4,00,000
7. Commission received ₹ 56,000
8. Purchase good on credit from super Pvt. Ltd ₹ 23,000
9. Received cash from Mr.Nitin Sharma ₹ 3,00,000
10. Received cash from Mr.Nitin Sharma ₹ 1,00,000

Q3. Record the following transaction in tally   10

VIDEOMEX INTERNATIONAL PVT. LTD. - UNIT II
342-D, Udyog Kendra-II, Greater Noida
Distt. Gautam Budh Nagar - 201306, Uttar Pradesh
GSTIN :- 09ABDCA2308K2ZQ

Tax Invoice

Bill To :
Rajdhani Home Appliances
110A, Building No. -12, Osian Building
Nehru Place, Delhi
GSTIN : 07RPAPS9876E1ZX

Ship to (Consignee)
Rajdhani Home Appliances
110A, Building No. -12, Osian Building
Nehru Place, Delhi
GSTIN :

Invoice No. : Tax/Sale/0090/20-2	Date : 02 April 2020
Challan No. : VIPL/1205/ 20-21	Date : 02 April 2020
Order No. : D105002211/dt.01-04	Date : 01 April 2020
Mode of Transport :	By Truck
Vehicle No.	UP 09X 1902
Date & Time of Supply	02:04:2020 12.25PM
Place of Supply	Delhi
Reverse Charge Applicable	No
Payment Mode	**Credit**
Advance Payment	Nil

S.No.	HSH Code	DESCRIPTION OF GOODS	NO. OF PKGS	TOTAL QTY.	RATE PER UNIT	TOTAL AMOUNT	DISCOUNT	TAXABLE VALUE
1	85287213	61 CM (24") LED TV WITH MAIN BOARD Videocom, FULL HD LED TV	6	12	12500	150000.00	1200.00	148800.00
2	85287215	81 CM (32") LED TV WITH MAIN BOARD Videocom, FULL HD LED TV	3	6	13500	81000.00	600.00	80400.00
		SUB Total	4 Pkgs	8 SET				229200.00

Ins Policy No.-55100/21/18/9976

Centre GST @ 9%	-
State GST @ 9 %	-

Total Invoice Value in Words

Integrated GST @ 18 %	41256.00

Rupee: Two lac seventy thousand four hundred fifty six only | GRAND TOTAL | 270456.00 |

Certified that the particulars given above are true and correct and the am **FOR VIDEOMEX INTERNATIONAL (P) LTD -U-II**
indicated represents the price actually charged and there is no flow
of additional consideration directly or indirectly from the buyer   *Arvind Kumar*   *Davinder*
Head Office : 212, Industrial Area-1, Okhala, Delhi   Prepared by   Checked by   Authorised Signatory

Q4. Record the following transaction in tally   10

1. Started business with cash 5,00,000.
2. Open bank account in HDFC with cash Rs 10,000.

3. Purchase good from Suresh & Sons co. of Rs 4,00,000.
4. Purchase machinery on cash from MukeshRs 45,500
5. Paid rent ₹ 70,000
6. Sold good on credit to Mr.Abhishek ₹ 40,00,000
7. Commission received ₹ 16,000
8. Purchase good on credit from Infra Pvt. Ltd ₹ 45,000
9. Received cash from Mr.Abhishek ₹ 30,00,000
10. Received cash from Mr.Abhishek ₹ 10,00,000

Q5. Record the following transaction in tally   10

Bill of Supply

Phone No. 011- 25326512

RAJDHANI HOME APPLIANCES
Whole sale Supplier of Laptop, Home Appliances, Air Conditioners
110A, Building No. - 12, Osian Building, Nehru Place, Delhi

Invoice No.	1001	Payment Terms	Credit
Date	01-04-2020	Place of Supply	Delhi
Order No.	-	Transportation Mode	Pick up

Billed to (Buyer) :-
Digicel Computer Solution
Shop No.-1, Gate No.- 3
Chattarpur, Delhi - 110074

Shipped to (Consignee) :-

GSTIN

S.No.	PARTICULARS	HSN	Qty	Rate	Amount (Rs.)
1	Apple MacBook Air, 13-inch Laptop (Core i5/8GB/128GB/OS Mojave/ intel HD 6000)	84713010	3 Pcs	70800.00	212400.00
		Total Amount			212400.00
		Discount (if any)			
		Total Taxable Value			212400.00
					0.00
					0.00

Rupee: Two Lac twelve thousand four hundred only | Grand Total | 212400.00

Terms and Conditions :-
1 Goods once sold will not be taken back.
2 Goods sold under manufactures warranty.
3 Interest @18% p.a charge on delay payment
4 Subject to Delhi Jurisdiction only.

For RAJDHDHANI HOME APPLIANCES

Raj kumar

Authorised Signatory
Signature of the Receiver

Q6. Record the following transaction in tally   10

Bill of Supply

Phone No. 011- 25326512

RAJDHANI HOME APPLIANCES

Whole sale Supplier of Laptop, Home Appliances, Air Conditioners

110A, Building No. - 12, Osian Building, Nehru Place, Delhi

Invoice No.	**1002**	Payment Terms	**Cash**
Date	02-04-2020	Place of Supply	**Delhi**
Order No.	-	Transportation Mode	**By Rickshaw**

Billed to (Buyer) :-
Cash
P.k. Sharma

Shipped to (Consignee) :-

GSTIN

S.No.	PARTICULARS	HSN	Qty	Rate	Amount (Rs.)
1	**Videocom VKA32HX08 81 cm (32)** *(HD Ready LED Television)*	85287215	1 Pcs	18880.00	18880.00
		Total Amount			18880.00
		Discount (if any)			
		Total Taxable Value			18880.00
					0.00
					0.00

Rupee: Eighteen Thousand thousand eight hundred eighty only Grand Total   18880.00

Terms and Conditions :-
1. Goods once sold will not be taken back.
2. Goods sold under manufactures warranty.
3. Interest @18% p.a charge on delay payment
4. Subject to Delhi Jurisdiction only.

For RAJDHDHANI HOME APPLIANCES

P.S. sharma

Authorised Signatory

Signature of the Receiver

Q7. Record the following transaction in tally   10

GSTIN :- 04AUDCA2328K1ZU					**Tax Invoice**

Uniair Aircon Pvt. Ltd.

Plot No. 144, Industrial Area, Phase- 1, CHANDIGARH

Phone No. 0172-5036666, Email : sales@uniair.com

Bill To:-

Rajdhani Home Appliances
110A, Building No. -12, Osian Building
Nehru Place, Delhi
GSTIN : 07RPAPS9876E1ZX

Invoice No. :	2701
Dated :	02-04-2020
Order Ref.	21/18
Payment Mode	Credit

ShipTo :-

Rajdhani Home Appliances
110A, Building No. -12, Osian Building
Nehru Place, Delhi
GSTIN : 07RPAPS9876E1ZX

Transportation	By Truck
Vehicle No.	CH 04B 3344
Place of Supply	Delhi

S.N.	Description of Goods	HSN Code	Qty	Price	Amount (Rs.)
1	Uniair - Split AC (1.5 Ton, 5 Star Rating, Red)	84151010	2	20000.00	40000.00
2	Uniair - Split AC (2.0 Ton, 3 Star Rating, White)	84158310	10	24000.00	240000.00
		Total			280000.00
		Less Discount (if any)			
		Taxable Value			280000.00
		Add IGST @ 28%			78400.00
Rupee: Three lac fifty eight thousand four hundred only		G. Total			358400.00

Terms and Conditions :-

1 Goods once sold will not be taken back

2 Goods sold under manufactures warranty

3 Interest @18% p.a charge on delay payment

4 Subject to Chandigarh Jurisdiction only

Receiver's Signature

For Uniair Aircon Pvt. Ltd.

Jai Pal Singh

Authorised Signatory

TAX INVOICE

GSTIN : 07RPAPS9876E1ZX   Phone No. 011- 25326512

RAJDHANI HOME APPLIANCES
Whole sale Supplier of Laptop, Home Appliances, Air Conditioners

110A, Building No. - 12, Osian Building, Nehru Place, Delhi

Invoice No.	**1003**	Payment Terms	Credit
Date	02-04-2020	Place of Supply	Haryana
Order No.	-	Transportation Mode	Tempo : DL 04WE 3421

Billed to (Buyer) :-
Mahalaxmi Trading Company
Showroom No-86, Sector-15
Faridabad (Hry)
Buyer's GSTIN : 06MCTFS8734H1Z4

Shipped to (Consignee) :-
Mahalaxmi Trading Company
Showroom No-86, Sector-15
Faridabad (Hry)
Consignee GSTIN : 06MCTFS8734H1Z4

S.No.	PARTICULARS	HSN	Qty	Rate	Amount (Rs.)
1	Videocom VMA24FH02 61 cm (24) *(Full HD LED Television)*	85287213	10 Pcs	13800.00	138000.00
		Total Amount			138000.00
		Discount (if any)			
		Total Taxable Value			138000.00
		Add : IGST @ 18%			24840.00

Rupee: One lac sixty two eight thousand hundred forty only | **Grand Total** | 162840.00

Terms and Conditions :-   For RAJDHDHANI HOME APPLIANCES

1. Goods once sold will not be taken back.
2. Goods sold under manufactures warranty.
3. Interest @18% p.a charge on delay payment
4. Subject to Delhi Jurisdiction only.

Raj kumar

Authorised Signatory

Signature of the Receiver

Practice Project : City Commerce Academy | Online Training : www.onlinecca.com

Q9. Record the following transaction in tally   10

TAX INVOICE

GSTIN : 07RPAPS9876E1ZX   Phone No. 011- 25326512

RAJDHANI HOME APPLIANCES
Whole sale Supplier of Laptop, Home Appliances, Air Conditioners
110A, Building No. - 12, Osian Building, Nehru Place, Delhi

Invoice No.	**004**	Payment Terms	Credit
Date	02-04-2020	Place of Supply	Haryana
Order No.	-	Transportation Mode	By Truck : DL 6XX 9876

Billed to (Buyer) :-	Shipped to (Consignee) :-
Max Electronics	Max Electronics
UGF 22 M Plaza, M G Road	UGF 22 M Plaza, M G Road
Krishna Market, Gurgaon (Hry)	Krishna Market, Gurgaon (Hry)
Buyer's GSTIN : 06MPEHG2673U1ZF	GSTIN : 06MPEHG2673U1ZSF

S.No.	PARTICULARS	HSN	Qty	Rate	Amount (Rs.)
1	Voltas 185 JY Split AC (1.5 Ton, 5 Star Rating, White)	84151010	2 Pcs	28600.00	57200.0
	Total Amount				57200.0
	Discount (if any)				
	Total Taxable Value				57200.0
	Add : IGST @ 28 %				16016.0

Rupee: Seventy three thousand two hundred sixteen only | **Grand Total** | **73216.0**

Terms and Conditions :-
1 Goods once sold will not be taken back.
2 Goods sold under manufactures warranty.
3 Interest @18% p.a charge on delay payment
4 Subject to Delhi Jurisdiction only.

For RAJDHDHANI HOME APPLIANCES

P.S. sharma

Authorised Signatory
Signature of the Receiver
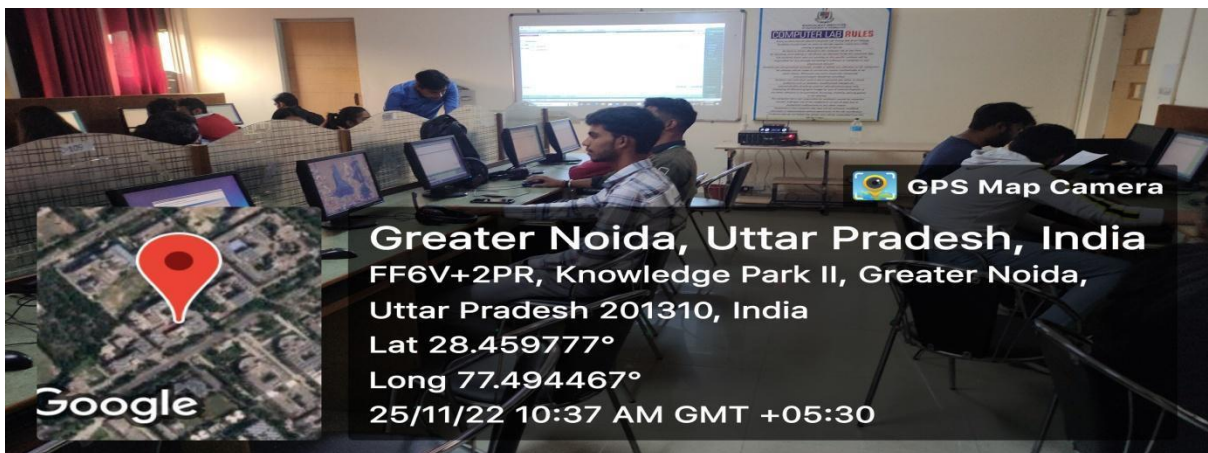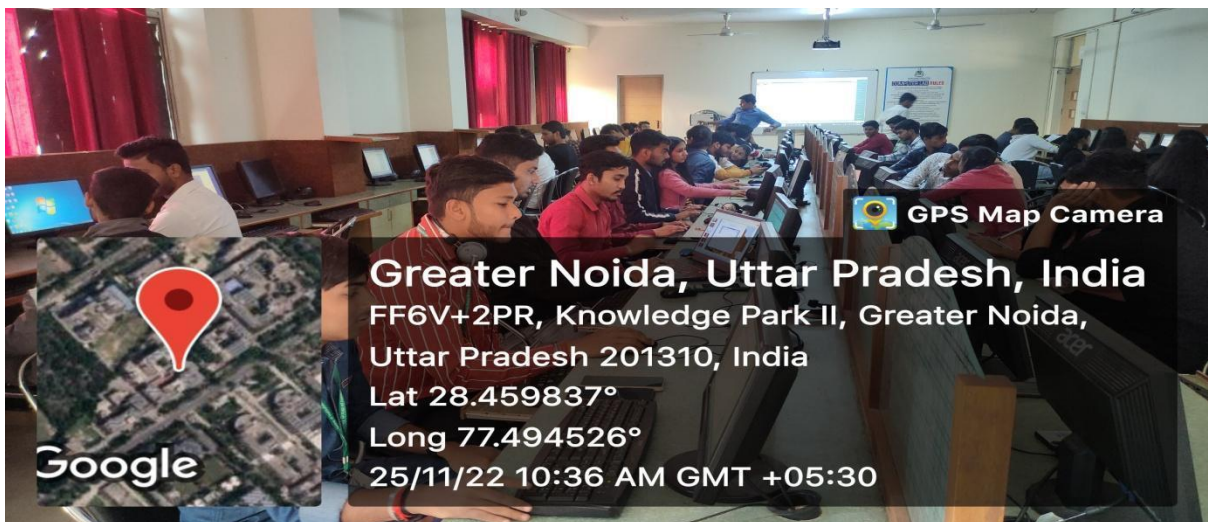

Q10. Record the following transaction in tally.   10

R e n t   B i l l
April 2020

Landlord Name : Mr. India
Bill No – 45 Dated 01.04.2020

Rent Amount	50000/-
Add CGST @ 9%	4500/-
Add SGST @9%	4500/-
Total Amount	59000/-

Mangalmay Institute of Management & Technology
Greater Noida

NAAC ACCREDITED 2020

Glimpses

Greater Noida, Uttar Pradesh, India
BIMTECH Rd, Knowledge Park II, Greater Noida,
Uttar Pradesh 201310, India
Lat 28.459382°
Long 77.494404°
25/11/22 10:35 AM GMT +05:30

Greater Noida, Uttar Pradesh, India
FF6V+2PR, Knowledge Park II, Greater Noida,
Uttar Pradesh 201310, India
Lat 28.459837°
Long 77.494526°
25/11/22 10:36 AM GMT +05:30

Greater Noida, Uttar Pradesh, India
FF6V+2PR, Knowledge Park II, Greater Noida,
Uttar Pradesh 201310, India
Lat 28.459777°
Long 77.494467°
25/11/22 10:37 AM GMT +05:30

Greater Noida, Uttar Pradesh, India
FF6V+2PR, Knowledge Park II, Greater Noida,
Uttar Pradesh 201310, India
Lat 28.459831°
Long 77.494514°
13/01/23 10:12 AM GMT +05:30

Greater Noida, Uttar Pradesh, India
FF6V+2PR, Knowledge Park II, Greater Noida,
Uttar Pradesh 201310, India
Lat 28.459555°
Long 77.494293°
13/01/23 10:12 AM GMT +05:30

Greater Noida, Uttar Pradesh, India
BIMTECH Rd, Knowledge Park II, Greater Noida,
Uttar Pradesh 201310, India
Lat 28.45947°
Long 77.494202°
13/01/23 10:13 AM GMT +05:30

GPS Map Camera
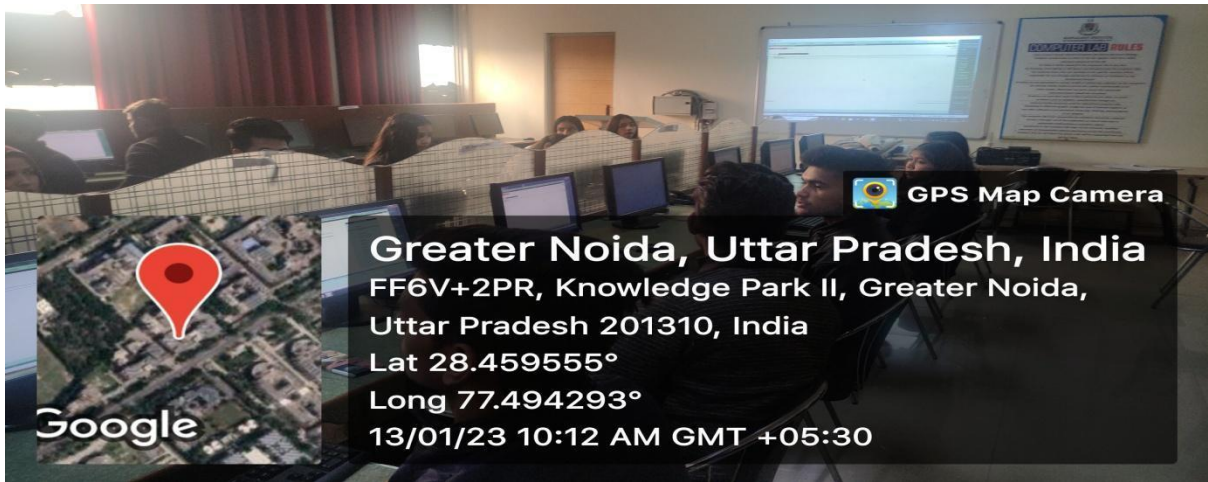Greater Noida, Uttar Pradesh, India
8, Knowledge Park 1 Knowledge Park 2 Rd, Knowledge Park II, Greater Noida, Uttar Pradesh 201310, India
Lat 28.459377°
Long 77.494119°
14/02/23 11:21 AM GMT +05:30
Google

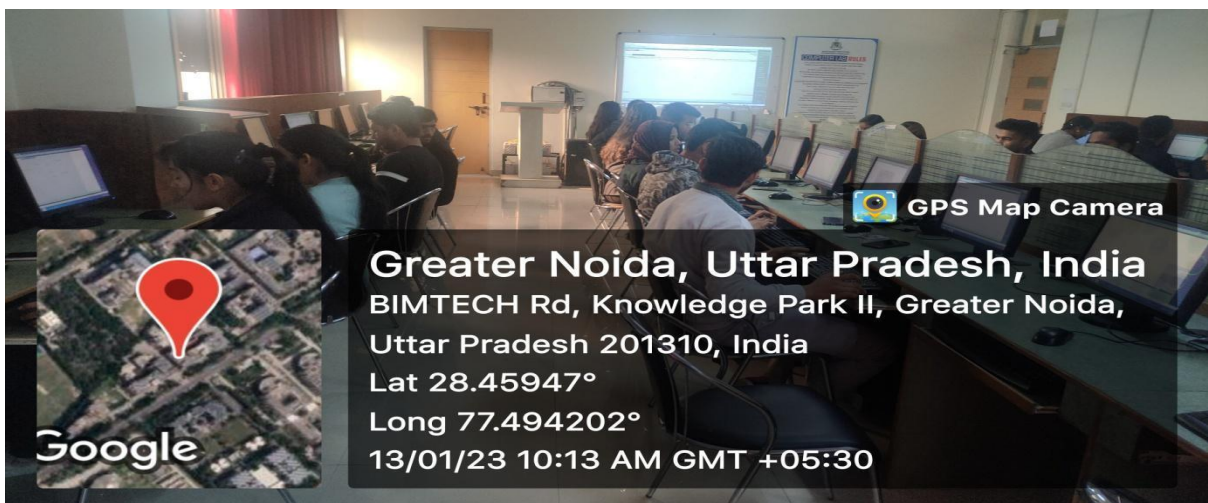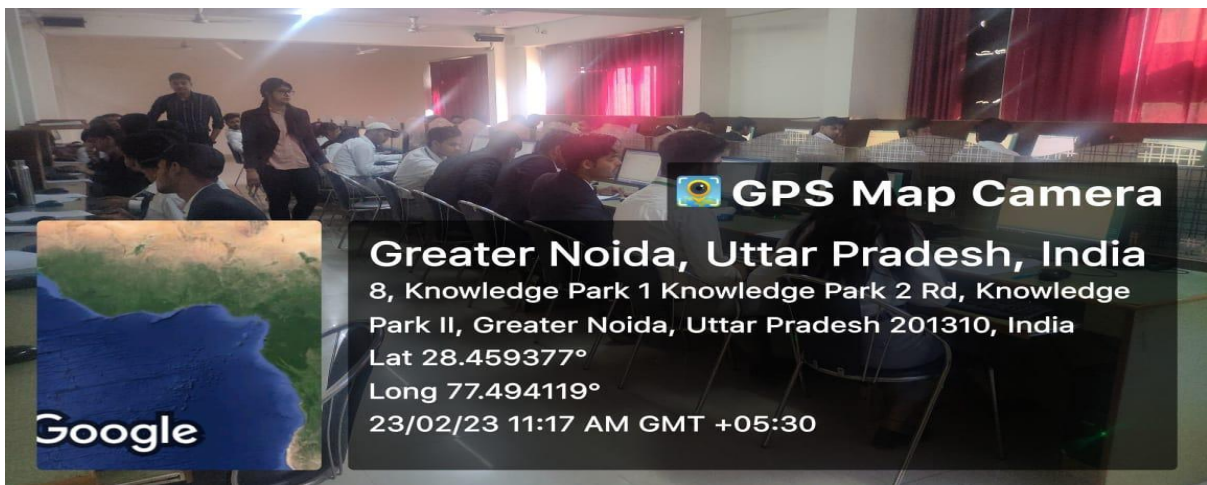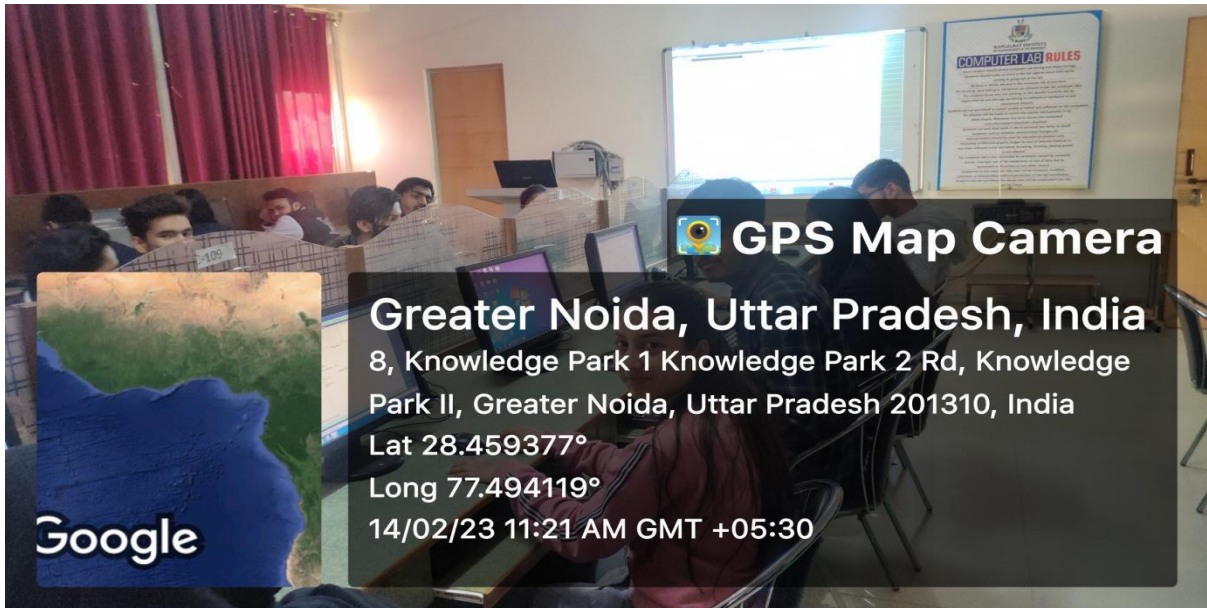GPS Map Camera
Greater Noida, Uttar Pradesh, India
8, Knowledge Park 1 Knowledge Park 2 Rd, Knowledge Park II, Greater Noida, Uttar Pradesh 201310, India
Lat 28.459377°
Long 77.494119°
23/02/23 11:17 AM GMT +05:30
Google

Certificate

Mangalmay Institute of Management Technology
Greater Noida (U.P.)

In association with

CERTIFICATE

Certified that MR./MS ___SUBHAM SHARMA___ of **BCOM** (BATCH 2022-25) of **MANGALMAY INSTITUTE OF MANAGEMENT & TECHNOLOGY, GREATER NOIDA** has successfully completed **48 HOURS** Add-On certification program on **TALLY ERP 9** conducted from **15/11/2022** to **23/FEB/2023**

PRINCIPAL
MANGALMAY INSTITUTE OF
MANAGEMENT &TECHNOLOGY

CONVENER
MANGALMAY INSTITUTE OF
MANAGEMENT &TECHNOLOGY

DIRECTOR
ALBATROSS
KAVINAGAR- GHAZIABAD

SAMPLE ASSESSMENT

Mangalmay Institute of Management & Technology
Greater Noida

MANGALMAY INSTITUTE OF MANAGEMENT & TECHNOLOGY
Plot No. 9, Knowledge Park-II, Greater Noida (U.P.)

INTERNAL EXAMINATIONS

Invigilator's Signature : ⟨V⟩

Course : B. Com.   Branch : MIMT Gr. Noida.

Roll No. : 21099303045

Name : Mantasha

Subject : Computer (MS) Certification

Subject Code : ~~Certific~~ VOO1001

Addl. Copies Used :

Date : 22/03/2023

Marks Scored : 82

Max. Marks : 100

Checked by :

Marks Obtained

Q	1	2	3	4	5	6	7	8	9	10	11	12	Max Marks
a													
b													
c													Total Max Marks
d													
e													
f													Total Marks Obtained in Words
g													
h													
i													
j													
Total													

Start writing from below ↓

(A) Microsoft office Suite

(B) Cell

(C) My Document

(D) Press shift +~~K~~7

(E) view, how ~~trip~~ document will appear when printed

(F) An Application that supports editing scaned document

(G) Alt + ~~f4~~

(H) Cut —

I) Home page

J) value

②

Ⓐ Central Processing unit

Ⓑ Hardware

Ⓒ Memory

Ⓓ keyboard.

Ⓔ c shift.

Ⓕ Monitor

Ⓖ Hard copy

Ⓗ Arithmetic: Logical unit

Ⓘ Fifth generation

Ⓙ utility programe.

Q4 MS word:-
What is the difference among count, counta
and countblank.

Count:- count How many cells in ~~numeric a~~
range Contain numeric data in a numbers

COUNTA:- Counts how many populated cells
in a range (i·g not blank)

Countablank:- Counts How many blank cells
in a range (ig. blank.)

difference by diagram..

S.no	Student	Mark.			
1	Nikita	15			
2	Deepat	4			
3	Ruchi	3			
4	Lavish	2			
5	Mahab	1			
6	Sagar				
7	Nimmi				
8	Nimrit	Yes			
9	Rajan	Ab			
10	Meena	Ab			

COUNT :- $f(x)$ = COUNT (B.2, B10) = 5

COUNTA :- $f(x)$ = COUNTA (B2, B.10) = 3

COUNTBLANK :- $f(x)$ = COUNTBLANK (B2, B10) = 2.

Formulas of SUM, AVERAGE, MINIMUM, MAXIMUM

(1) SUM = Sum (values$_1$, values$_2$)   ⓐ

(2) Average = Avg (values$_1$, values$_2$)

(3) Minimum = Min (value$_1$, values$_2$)

(4) Maximum = Max (values$_1$, values$_2$)

Seconday data memory :- secondary memory
it is used to external memory
which is used to store data in
a large scale.

(3) Accuracy:-

PIVOT TABLE :- It is a summary
of data which can be pick
from one place to another or from
one table to another table

Q6 Ans POWERPOINT:- Powerpoint ~~based~~ presentat-on based on program it is used videos and graphs to make presentation interactive and interesting its called PPT. it is strong to define anything ~~It is most use~~ by videos, audios, and explanation.

features of powerpoint

① Slide Layout:- Multiple option and Layouts also available which are based on presentation can be created. This option is available under the "Home" section.

② Slide design. ~~Insert~~:- Clipart, audios, videos etc Ms powerpoint has various themes using background color and design. and texture can be added to a slide. this features can be added using "design" Category mentioned on the home page of Ms Powerpoint

Secondary memory:- Seconday memory it is used cto external memory cehic is used cto store data in a large scale

(3) Accuracy:- Computer can accurate calentati 99% of calculation.

(4) Dilligence:- Computer neve stop working but human have a capacity of work but Computer have not any capacetly Computer work with hon stop.

Speed.

(5) Memory ← Characteristica → Dilligence ↓ 6 Accuracy

(3) MS word:- MS word is a application. ~~based~~ software in which we written any type of paragraph or a logical with the help of software In Computer and Creates a attractive presentation in tangible or intangible from it means we create dacomunt also of it

Main Components of MS. word.

① Accuracy.

② Reliable

③ Time Saving.

④ memory

⑤ Consistency.

These are the such Component of a MS word.

These are very helpful to create a topic or paragraph and it also time saving.

⑤A. VLOOKUP :- refers to the vertical clook up

~~INDEX MATCH :-~~ The formul of VLOOKUP is (A:3, f10)

INDEX MATCH :- It refers to the Combine averages or range of two different matches

Index Match (A:2, E103)

Primary Memory

Secondary Memory