

## Memorandum of Understanding

M/s Tally Institute of learning (Hippo Cloud Technologies Pvt. Ltd) and Mrs.A.V.N.College

Date of Contract : 21 / 12 / 2022

Details :M/s .Hippo Cloud Technologies Pvt. Ltd ,CBM Compound ,Visakhapatnam

College Details :Mrs . A .V .N. College ,Visakhapatnam

Academic year: 2022-23

Certification Name : TallyEssential Level 1

Certification Duration :3 Months

Financials:

Fee:Per student .....

Services:Training, Assessment and Certification to college students.

M/s Hippo Cloud Technologies Pvt. Ltd and Mrs . A.V.N . College

We share the common vision of empowering the students by imparting industry relevant skill sets and increasing their employability.

To achieve our common goal M/s Tally Institute of Learning and Mrs .A.V.N.Collegewould collaborate on the following framework to execute the students training.

**Role of M/s Tally Institute of Learning:**

1. To provide the Digital Content for TallyEssential Level 1 training.
2. To provide support for execution of training in terms of technical knowhow
3. To conduct online assessments for the students enrolled in the training as per the details shared byMrs.A.V.N.College.

4. To issue Tallycourse completion certificate ( digital), to all the students who has successfully qualify the online assessments

**Role of Mrs. A.V.N. College:**

1. To provide the required infrastructure for conducting in campus training.
2. To orgainse the online assessments as per the Tally Education assessment guidelines.
3. To make payment to rather generic statement of **Hippo Cloud Technologies Pvt. Ltd** before the start of the course.

**Payment Terms:**

As per **Hippo Cloud Technologies Pvt. Ltd**

**For Hippo Cloud Technologies Pvt. Ltd**



Authorized signatory



**For College**



PRINCIPAL

Mrs. A.V.N. COLLEGE

VISAKHAPATNAM

Authorized signatory with seal

## TallyEssentialCertification

Sl. No.	Contents	Hours	NSDC-QPs
1	TallyEssential Level 1	35	BSC/Q1001 - Accounts Executive (Recording & Reporting)

## Table of Content

SKU Name/Chapter Name		Hours
<b>TallyEssential Level 1</b>		<b>35</b>
<b>Chapter 1: Fundamentals of Accounting</b>		<b>5</b>
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		
<b>Chapter 2: Introduction to TallyPrime</b>		<b>3</b>

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

Shortcut Keys Practice Exercises	
<b>Chapter 5: Banking</b>	<b>6</b>
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	
<b>Chapter 6: Generating Financial Statements and MIS Reports</b>	<b>2</b>
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	
<b>Chapter 7: Data Security</b>	<b>2</b>
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	
<b>Chapter 8: Company Data Management</b>	<b>2</b>
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	
<b>Chapter 9: Goods and Services Tax</b>	<b>3</b>
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	