



**MALLA REDDY ENGINEERING COLLEGE (AUTONOMOUS)**  
(An UGC Autonomous Institution, Affiliated to JNTUHI, Hyderabad Accredited 2<sup>nd</sup> time by NAAC  
with 'A' Grade & NBA and Recipient of World Bank Assistance under TEQIP-II S.C. 1.1)  
Maisammaguda (H), Medchal-Malkajgiri District, Secunderabad,  
Telangana State – 500100  
www.mrec.ac.in

## Department of Master of Business Administration

### CIRCULAR

Date: 04/14/2017

All the students are hereby informed that Value Added Course on “Tally-9-Latest version” on date 15<sup>th</sup> to 20<sup>th</sup> April, is being organized by the Master of Business Administration. The resource person for the course is “Dr.Gopinath Rao”.

Students are advised to register their names to the programme coordinator “Ms.P.Buela prasanna kumari”, on or before 5<sup>st</sup> April and utilize this opportunity to enhance their skills by attending the programme.

The detailed schedule of the programme will be displayed in the notice board.



*K. Anil*  
**Head of the Department**  
HEAD OF THE DEPARTMENT  
Master of Business Administration  
MALLAREDDY ENGINEERING COLLEGE  
(AUTONOMOUS)  
Maisamma Guda, Sec'bad - 500 100

Copy to:

- 1) Circulation in Students classroom
- 2) All HOD's
- 3) Notice Boards
- 4) PA to principal for filing.

*Ramesh*  
**PRINCIPAL**  
Malla Reddy Engineering College  
(Autonomous)  
Maisammaguda, Dhulapally,  
(Post Via Kompally), Sec'bad-500 100

## About the Institution

Malla Reddy Engineering College (Autonomous) is one of the reputed engineering colleges in Hyderabad, Telangana. MREC (A) is part of Malla Reddy Group of Institutions (MRGI), founded by Sri. Ch. Malla Reddy, currently Hon'ble Minister, Labor and Employment, Factories, Women and Child Welfare and Skill Development, Govt. of Telangana State. The college is situated in a serene, lush green environment in Maisammaguda, Gundlapochampally, Medchal(M), Medchal-Malkajgiri District Telangana- 500100.

The college was established in 2002 and is an autonomous institution approved by UGC and affiliated to JNTUH. The college is re-accredited by NAAC with 'A' Grade (II Cycle) and was conferred autonomous status by JNTUH in 2011 and by UGC in 2014 for a period of 6 years. Our eligible UG and PG programs received NBA accreditation and some of them received reaccreditation too. The college caters to wide ranging aspirations and goals of student communities by offering new courses in UG courses provides PG courses and MBA along with programs in various streams of Engineering & Technology and Management. It boasts of world-class infrastructure and well-equipped laboratories in all departments and is skillfully and smartly guided by **Dr. A. Ramaswami Reddy, Director, MREC (A)** and **Dr. A. Raveendra, Principal, MREC (A)** who have a rich teaching and industrial experience.

Mr.

## Advisory Committee

**Chief Patrons:** Sri. Ch. Malla Reddy, Minister-  
Telangana State-India.

Founder Chairman  
Malla Reddy Group of

### Institutions

**Patrons:** Sri.Ch. Mahender Reddy  
Secretary, MRGI

**Dr.Ch.Bhadra Reddy**  
President, MRGI

**Co-Patrons:** A.Sudhakara Reddy  
Principal, MREC (A)

**Convener:** Dr.K.ANIL KUMAR  
HOD MBA

**Coordinator:** Ms.P. Buela Prasanna Kumari  
Associate Professor, MBA

## Organizing Committee:

Dr. K.Anil Kumar, Professor ,MBA.

P.BuelaPrasannakumari, Assoc.Professor,MBA

A.Latha, Assoc.Professor,MBA

P.Rajitha, Asst.Professor, MBA

VVL Sameera, Asst.Professor, MBA

M.Balanji Reddy, Asst.Professor

K. Neeraja, Asst.Professor, MBA.

Mrs.K.Dhanalakshmi, Asst.Professor

G.Ashok Kumar, Asst.Professor, MBA.

B.Kiran kumar reddy, Asst.Professor, MBA.

M.Poojitha Bhardwaj, Asst.Professor, MBA

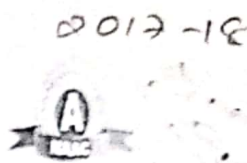
D.Sandhya, Asst.Professor, MBA

Dr.G.Praveen Kumar, Assoc.Professor,MBA

Mr.G.Bharani Vamsi, Asst.Professor, MBA.

M. Rajini, Asst.Professor, MBA

Ch.Pushpavathi, Asst.Professor, MBA

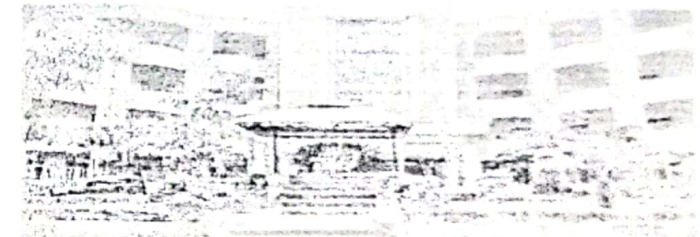


*A One-Week Skill development Course  
(Value added Course)*

*On*

**"TALLY 9 – LATES VERSION "**

**(15<sup>th</sup> to 20<sup>th</sup> APRIL , 2018)**



*Organized by  
Department of*

**MASTER OF BUSINESS ADMINISTRATION**

**MALLA REDDY ENGINEERING COLLEGE  
(AUTONOMOUS) MAIN CAMPUS**

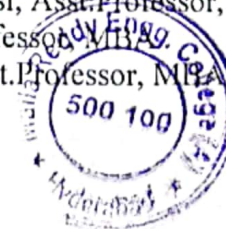
**An UGC Autonomous Institution, Approved by  
AICTE & Affiliated to JNTUH-Hyderabad  
Reaccredited by NAAC with 'A' Grade (II Cycle)**

**Maisammaguda(H), Gundlapochampally (V),  
Medchal (M), Medchal - Malkajgiri District**

**Telangana - 500100, India.**

**(Autonomous)**

**Maisammaguda, Dhulapally,  
(Post Via Kompally), Sec'bad-500 100.**





## Registration Form

Name of the Participant :-----  
-----

Branch & Year :-----

Name of Institution:-----  
-----

Address for Communication:-----  
-----  
-----

Mobile Number:-----

E-Mail ID:-----

### DECLARATION:

The information furnished above is true to the best of my Knowledge.

Place:

Date:

Signature of Applicant

*Revdh*  
Malla Reddy Engineering College  
(Autonomous)  
Maisamma nagar, Hyderabad.  
(Post Via Kompally, Dist. Nalgonda-500 100)

## About the Department

The Department of Management of Business Administration has been established since the inception of the institution in the year 2002. The Department has good infrastructure facilities and is equipped with full-fledged laboratories to fulfil the curriculum needs. The Department has well experienced faculty. Around one-third of the faculty members in the department are Doctorate. The department has good number of sanctioned projects, funded by different agencies/industries. The Department is intended to be allotted a Research Centre by JNTU Hyderabad.

## Overview of the Programme

This Programme is complete guide to understand Accounting and how to use Tally in a perfect manner. Tally is well known business software. It can handle almost all types of business transactions and give perfect reporting for business requirements.

This programme gives you complete depth knowledge of all features of Tally, you can easily handle accounting and taxation of any types of business and also prepare MIS Reports.

We took real life practical examples of all types of business transactions for better knowledge and understanding of practical real world.

Real world examples helps you to crack interviews, get good job in the market. Business owners should learn Tally so that they can directly see all reports. Working professionals can improve their skill for better opportunity.

## Objectives of the Programme

- To learn basic of accountancy, its principles, concepts, conventions, recording procedures, bank reconciliation, final accounts etc.
- To learn and practice computerized accounting systems using TALLY.

## Topics to be covered

- ❖ Basic of accounting
- ❖ Taxation
- ❖ Advance Level

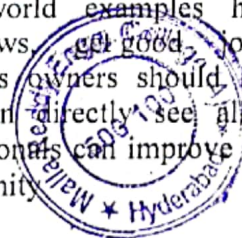
## Certificate

After successful completion of the course the certificates shall be issued to the participants.

## Outcome of the program

After completion of the course you can also start your own accounting business. You can handle accounting and GST, TDS and Income Tax Returns of small business or shops.

It's Good opportunity to make your Career in Account & Finance.





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Telangana State – 500100, [www.mrec.ac.in](http://www.mrec.ac.in)

**DEPARTMENT OF MASTER OF BUSINESS ADMINISTRATION**

Value Added Course  
on  
“TALLY-9 LATEST VERSION”  
15<sup>th</sup> – 20<sup>th</sup>, April 2018  
Programme Schedule

Date	Time	Topic	Resource Person
15-04-2018	10:10 – 11.00AM	Introduction of course	Dr. GOPINADH RAO
	11:00 -11:15AM	Tea Break	
	11.15 – 12:45 PM	Introduction of course	
	12:45 – 1:30PM	Lunch	
	1:30 – 2:30 PM	Accounting master	
	2:30 – 2:45PM	Tea Break	
	2:45 -4:00 PM	Accounting master	
16-04-2018	9:30 – 11.00AM	Inventory master	Dr. GOPINADH RAO
	11:00 -11:15AM	Tea Break	
	11.15– 12:45 PM	Inventory master	
	12:45 – 1:30PM	Lunch	
	1:30 – 2:30 PM	Inventory master	
	2:30 – 2:45PM	Tea Break	
	2:45 -4:00 PM	Inventory master	
17-04-2018	9:30 – 11.00AM	Vouchers	 Principal Malla Reddy Engineering Co (Autonomous) Maisammaguda, Dhulapally, (Post Via Kompally), Sec'bad-500 100.
	11:00 -11:15AM	Tea Break	
	11.15 – 12:45 PM	Vouchers	
	12:45 – 1:30PM	Lunch	





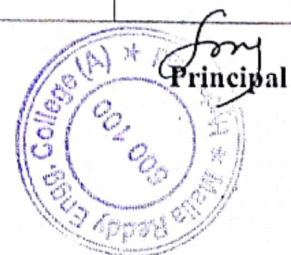


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Telangana State – 500100, www.mrec.ac.in

	1:30 – 2:30 PM	Goods and service tax GST	Dr. GOPINADH RAO
	2:30 – 2:45PM	Tea Break	
	2:45 -4:00 PM	Goods and service tax GST	
18-04-2018	9:30 – 11.00AM	Tax deducted at source	Dr. GOPINADH RAO
	11:00 -11:15AM	Tea Break	
	11.15 – 12:45 PM	Tax deducted at source	
	12:45 – 1:30PM	Lunch	
	1:30 – 2:30 PM	Tax deducted at source	
	2:30 – 2:45PM	Tea Break	
	2:45 -4:00 PM	Tax deducted at source	
19-04-2018	9:30 – 11.00AM	Bank reconciliation	Dr. GOPINADH RAO
	11:00 -11:15AM	Tea Break	
	11.15 – 12:45 PM	Bank reconciliation	
	12:45 – 1:30PM	Lunch	
	1:30 – 2:30 PM	Bank reconciliation	
	2:30 – 2:45PM	Tea Break	
	2:45 -4:00 PM	Bank reconciliation	
20-04-2018	9:30 – 11.00AM	Cost center and cost category	Dr. GOPINADH RAO
	11:00 -11:15AM	Tea Break	
	11.15 – 12:45 PM	Payroll	
	12:45 – 1:30PM	Lunch	
	1:30 – 2:30 PM	Payroll	
	2:30 – 2:45PM	Tea Break	
	2:45 -4:00 PM	Job Costing And Analysis	

*B. Sule*  
Coordinator

*E. Anil*  
HOD  
Principal  
Malla Reddy Engineering College  
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Maisammaguda, Dhulapally,  
(Post Via Kompally), Sec'bad-500 100.

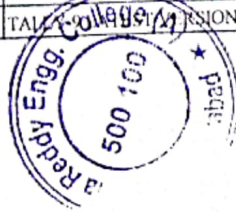


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Telangana State - 500100, www.mrec.ac.in  
VAC List of Students 2017-18

S NO	ROLL NO	NAME OF THE STUDENT	COURSE	DURATION	
				FROM	TO
1	16J41E0001	Aavula Navya	TALLY-9 LATEST VERSION	15/4/2018	20/4/2018
2	16J41E0002	Abhishek Jadhav	TALLY-9 LATEST VERSION	15/4/2018	20/4/2018
3	16J41E0003	Aili Aravinda Swamy Goud	TALLY-9 LATEST VERSION	15/4/2018	20/4/2018
4	16J41E0004	Alla Sirisha	TALLY-9 LATEST VERSION	15/4/2018	20/4/2018
5	16J41E0005	Alluri Rosi Pranitha	TALLY-9 LATEST VERSION	15/4/2018	20/4/2018
6	16J41E0006	Anneru Ramesh	TALLY-9 LATEST VERSION	15/4/2018	20/4/2018
7	16J41E0008	Ashish Ranjan	TALLY-9 LATEST VERSION	15/4/2018	20/4/2018
8	16J41E0009	Avinash Bambulge	TALLY-9 LATEST VERSION	15/4/2018	20/4/2018
9	16J41E0010	B. Sai Ram	TALLY-9 LATEST VERSION	15/4/2018	20/4/2018
10	16J41E0011	B. Venkata Krishna Reddy	TALLY-9 LATEST VERSION	15/4/2018	20/4/2018
11	16J41E0012	Balla Anjali	TALLY-9 LATEST VERSION	15/4/2018	20/4/2018
12	16J41E0013	Boinapally Sainath	TALLY-9 LATEST VERSION	15/4/2018	20/4/2018
13	16J41E0016	Chowdhary Manoj	TALLY-9 LATEST VERSION	15/4/2018	20/4/2018
14	16J41E0017	Dharavath Balu	TALLY-9 LATEST VERSION	15/4/2018	20/4/2018
15	16J41E0018	Dharpally. Bhasker	TALLY-9 LATEST VERSION	15/4/2018	20/4/2018
16	16J41E0019	G. Rohith Goud	TALLY-9 LATEST VERSION	15/4/2018	20/4/2018
17	16J41E0020	Gorantla Rachana VLR Reddy	TALLY-9 LATEST VERSION	15/4/2018	20/4/2018
18	16J41E0021	Gottuparthi Sai Anil Kumar	TALLY-9 LATEST VERSION	15/4/2018	20/4/2018
19	16J41E0022	K. Ravi Kumar	TALLY-9 LATEST VERSION	15/4/2018	20/4/2018
20	16J41E0023	K. Sowjanya	TALLY-9 LATEST VERSION	15/4/2018	20/4/2018
21	16J41E0024	Karumuri Naga Sateesh Reddy	TALLY-9 LATEST VERSION	15/4/2018	20/4/2018
22	16J41E0025	Koka Lohitha Sai Ushasree	TALLY-9 LATEST VERSION	15/4/2018	20/4/2018
23	16J41E0026	Kola Vinay	TALLY-9 LATEST VERSION	15/4/2018	20/4/2018
24	16J41E0027	Kondra Jyothi	TALLY-9 LATEST VERSION	15/4/2018	20/4/2018
25	16J41E0028	Kothireddy Venkatesh	TALLY-9 LATEST VERSION	15/4/2018	20/4/2018
26	16J41E0029	M.Mounika	TALLY-9 LATEST VERSION	15/4/2018	20/4/2018
27	16J41E0030	Machannagari Chandu	TALLY-9 LATEST VERSION	15/4/2018	20/4/2018
28	16J41E0031	Madanu Bala Swetha	TALLY-9 LATEST VERSION	15/4/2018	20/4/2018
29	16J41E0032	Malka Shiva Krishna	TALLY-9 LATEST VERSION	15/4/2018	20/4/2018
30	16J41E0033	Moreddy Prashanth Kumar Reddy	TALLY-9 LATEST VERSION	15/4/2018	20/4/2018
31	16J41E0034	Nadia Iaxmi Narayana	TALLY-9 LATEST VERSION	15/4/2018	20/4/2018
32	16J41E0036	Nalla Rakesh	TALLY-9 LATEST VERSION	15/4/2018	20/4/2018
33	16J41E0037	Pabbathi Ramya Sri	TALLY-9 LATEST VERSION	15/4/2018	20/4/2018
34	16J41E0038	Pippari Shiva Kumar	TALLY-9 LATEST VERSION	15/4/2018	20/4/2018
35	16J41E0039	Pittal Naveen	TALLY-9 LATEST VERSION	15/4/2018	20/4/2018
36	16J41E0040	Podduturi Nikitha Reddy	TALLY-9 LATEST VERSION	15/4/2018	20/4/2018
37	16J41E0041	Ragi Sai Ram	TALLY-9 LATEST VERSION	15/4/2018	20/4/2018
38	16J41E0042	Ragi Swetha	TALLY-9 LATEST VERSION	15/4/2018	20/4/2018
39	16J41E0043	Rakesh Kumar Gupta	TALLY-9 LATEST VERSION	15/4/2018	20/4/2018
40	16J41E0044	Rangu Sreeja	TALLY-9 LATEST VERSION	15/4/2018	20/4/2018
41	16J41E0045	Akash Kiran	TALLY-9 LATEST VERSION	15/4/2018	20/4/2018
42	16J41E0046	Rustumpeta Bhargavi	TALLY-9 LATEST VERSION	15/4/2018	20/4/2018
43	16J41E0047	S. Akhila	TALLY-9 LATEST VERSION	15/4/2018	20/4/2018
44	16J41E0048	S. Sankeerthana	TALLY-9 LATEST VERSION	15/4/2018	20/4/2018
45	16J41E0049	Sapati Balraj	TALLY-9 LATEST VERSION	15/4/2018	20/4/2018
46	16J41E0050	Susmitha Tiwari	TALLY-9 LATEST VERSION	15/4/2018	20/4/2018
47	16J41E0051	Swadin Kumar Mohan Reddy	TALLY-9 LATEST VERSION	15/4/2018	20/4/2018
48	16J41E0054	Tipperaveni Anil Kumar	TALLY-9 LATEST VERSION	15/4/2018	20/4/2018
49	16J41E0056	V. Hari Nagarajan	TALLY-9 LATEST VERSION	15/4/2018	20/4/2018
50	16J41E0057	V. Sharmila	TALLY-9 LATEST VERSION	15/4/2018	20/4/2018

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*K. Anil*  
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**DEPARTMENT OF MASTER OD BUSINESS ADMINISTRATION**  
**ACADEMIC YEAR: 2017-18**  
**SUMMARY REPORT**

**Value added course name: "Tally -9"**

**Value added course Instructor: Dr. Gopinath Rao**

Tally is the most popular and Highly Effective accounting tool which makes the life of an accountant easier. Anyone who is looking to enter in the field of accounting or wishes to lead a successful career in accounting must learn Tally.ERP 9 as the benefits of using Tally.ERP 9 are more for both small and medium-sized businesses. Moreover the simplicity is the driving force which allures the users of financial information to actively use Tally as the ERP solution for their businesses

Reports play an important role for businesses to help manage their day-to-day business operations efficiently. Understanding this need, Tally.ERP 9 provides many insightful reports. Reports in Tally.ERP 9 is designed to suit all the aspects of accounting management, inventory management and statutory.

**Balance Sheet in Tally.ERP 9**

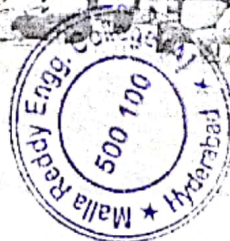
The Balance Sheet gives a complete glance at the financial position of a business. The Balance Sheet in Tally.ERP 9 shows the assets and liabilities of a company. From the Gateway of Tally screen, a business owner can access the Balance Sheet. The Balance Sheet can be configured using F12 configuration in Tally.ERP 9. Tally.ERP 9 also offers Schedule VI Balance Sheet for businesses. The Balance Sheet can be viewed for any given dates. Multiple valuation types are given for defining stock valuations such as FIFO, LIFO, Average Cost, Average Price and many more.

**Profit & Loss Account in Tally.ERP 9**

The Profit & Loss report in Tally.ERP 9 shows a company's net profit or loss in a given period. By default, this Tally report considers the period starting from the date when the books begin to the entry date of the last voucher. The Profit & Loss report in Tally.ERP 9 can be configured with F12 configuration available within the report. A business owner can see Schedule VI Profit & Loss account or P&L statement in a vertical format based on the requirements.



*Ravi*  
Maisammaguda (H), Medchal- Malkajgiri District, Secunderabad, Telangana  
State – 500100  
www.mrec.ac.in



### Cash Flow/Fund Flow Report in Tally.ERP 9

The Cash Flow report in Tally.ERP 9 has been provided to help get a view of cash inflow and outflow during an accounting period. This report makes it easy for business owners to understand the cash flow situation for a specific period and helps make decisions.

### Ratio Analysis Report in Tally.ERP 9

The Ratio Analysis report is a powerful report for financial analysis in Tally.ERP 9. The multiple ratios in the report give a clear understanding of the financial position of a business. These are Debt Equity Ratio, Quick Ratio, Return on Working Capital, Return on Investment and so on. This is one of the key Tally reports.

### Outstanding Report in Tally

A business owner can see receivables ledger-wise and bill-wise in Tally.ERP 9. He can see ageing analysis which can be applied based on due dates or as per the bill dates. Based on the time that has passed (ageing), a business can accordingly connect with parties or manage funds to make payments. With the bill wise ageing details, the user can see and understand the details of bills for which payment is pending.

### Stock Summary Report in Tally.ERP 9

The Stock Summary report displays the current position of stocks or stock in hand for a particular date. From this Tally report, a business owner can view item-wise rates, quantity and value of stocks available. The Stock Summary report in Tally.ERP 9 also enables business owners to view gross profit at each item level based on landing cost and sales price. It also shows the status of stocks available across various godowns. The user can see the net stock position by considering purchase and sales orders which are yet to be processed.

### Stock Ageing Analysis Report in Tally.ERP 9

This report in Tally.ERP 9 helps businesses understand their slow moving goods versus fast moving goods. This Tally report helps business owners to make decisions based on procurement of stocks, or whether to liquidate stocks based on their age. Tally.ERP 9 gives the flexibility to define various periods like 0-30 days, 31-60 days and so on based on business requirement. Business owners can see stock valuations as well from within this report.

*Buelo*

Co-Ordinator

*K. Anil*

MBA HOD  
HEAD OF THE DEPARTMENT  
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*Raveed*  
PRINCIPAL

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Maisammaguda, Dhulapally (Post via Kompally), Secunderabad - 500 100.



*Certificate of Completion*

This is to certify that Mr./Ms ALLURI ROSI PRANITHA bearing  
Roll No 16J41E0005 has successfully completed Value Added Course  
in TALLY-9 LATEST VERSION conducted by the Department of  
MBA from 15/4/2018 to 20/4/2018.

*Buele*  
COORDINATOR

*[Signature]*  
HOD

*Ravi*  
PRINCIPAL  
Malla Reddy Engineering College  
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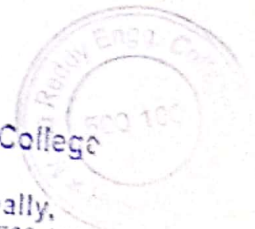
*Certificate of Completion*

*This is to certify that Mr./Ms* ANNERU RAMESH *bearing*  
*Roll No* 16J41E0006 *has successfully completed Value Added Course*  
*in* TALLY-9 LATEST VERSION *conducted by the Department of*  
MBA *from* 15/4/2018 *to* 20/4/2018.

*Buelo*  
COORDINATOR

*A. Reddy*  
HOD

*Randh*  
PRINCIPAL  
Malla Reddy Engineering College  
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*Certificate of Completion*

This is to certify that Mr./Ms ASHISH RANJAN bearing  
Roll No 16J41E0008 has successfully completed Value Added Course  
in TALLY-9 LATEST VERSION conducted by the Department of  
MBA from 15/4/2018 to 20/4/2018.

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COORDINATOR

*A. Reddy*  
HOD

*Randh*  
PRINCIPAL  
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*Certificate of Completion*

*This is to certify that Mr./Ms* AVINASH BAMBULGE *bearing*  
*Roll No* 16J41E0009 *has successfully completed Value Added Course*  
*in* TALLY-9 LATEST VERSION *conducted by the Department of*  
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*Certificate of Completion*

This is to certify that Mr./Ms B. SAI RAM bearing  
Roll No 16J41E0010 has successfully completed Value Added Course  
in TALLY-9 LATEST VERSION conducted by the Department of  
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PRINCIPAL

