



Add On Certificate Program
on
Tally.ERP9 With GST

L:40 Hours

Objective	The objective of the course is to make B.Com students learn the practical application of Accounting & Tally. By opting this program, the student will successfully understand the following: Basics of Accounting, GST & Tally, Inventory & Voucher Entry, Advanced Accounting Features, Quick setup, Financial data management & Administration, Financial Reports, Online Goods and Services Tax filling & Online Tax filling.
Date	5 th Nov to 10 th Dec 2020
Venue	Lab 1
Organized by	Management Department
Resource Person	Mr.Pankaj Aggarwal (Alliance Institute)
Beneficiary	B.Com 2 nd year students (2019-22)
Expected Outcome	Upgrade the students' accounting skills using Tally. This program helps students to practically perform Accounting on Tally. Students will be able to enter data on Tally about Inventory & Voucher, Point of Sale, Job Costing, Goods and Services Tax, Tax Deducted at Sources & Payroll and Compliances.
Evaluation	Students having attendance of 90% and above will be eligible to appear for the examination. Successful candidates shall be awarded with certificates.
Outcome of Activity	At the end of the training students were able to do voucher entry, inventory entry, online GST & Tax filling for a company. Analyze the confluence of Accountancy on Tally in today's world.



Schedule			
Session	Content	Time (Odd Sem)	Date
1.	Company Info Menu <ul style="list-style-type: none">• Select Company• Shut company• Create company• Alter company• Security control	3 pm to 5 pm	5 th Nov 2020
2.	Company Info Menu <ul style="list-style-type: none">• Change tally vault• Split company data• Backup• Restore• Tally audit feature	3 pm to 5 pm	6 th Nov 2020
3.	Accounting Information <ul style="list-style-type: none">• Accounting Configuration & Features• Group Creation• Multiple Group Creation• Ledger Creation• Multiple Ledger Creation• New Voucher Creation• Advance Ledger Creation	3 pm to 5 pm	9 th Nov 2020
4.	Inventory Information <ul style="list-style-type: none">• Inventory configuration & features• Inventory info. Menu• Stock groups• Stock categories• Stock item• Unit of measurement	3 pm to 5 pm	10 th Nov 2020
5.	Inventory Information <ul style="list-style-type: none">• Unit of measurement• Bills of materials	3 pm to 5 pm	11 th Nov 2020



	<ul style="list-style-type: none">• Locations / Godowns• Batches & Expiry• Inventory voucher types• HSN Code Updates		
6.	Voucher Entry <ul style="list-style-type: none">• Accounting voucher• Inventory voucher• optional & non-accounting voucher• Order processing• Advanced voucher entry	3 pm to 5 pm	12 th Nov 2020
7.	Advanced Accounting Features <ul style="list-style-type: none">• Cost category & cost centres• Budgets• Interest calculations• Cheque printing• Credit limits• Scenario management• Reorder levels & reorder quantity• Price level & price lists	3 pm to 5 pm	13 th Nov 2020
8.	Quick setup <ul style="list-style-type: none">• Tally .net• Excise for manufactures• Excise for dealer• Value-Added Tax• Tax deducted at source• Tax collected at source	3 pm to 5 pm	18 th Nov 2020
9.	Taxation <ul style="list-style-type: none">• Excise for manufacture• Service tax• Tax deducted at source (TDS)&TCS• Payroll features of Tally	3 pm to 5 pm	19 th Nov 2020
10.	Data management & Administration <ul style="list-style-type: none">• Backup & Restore• Split a company, export &• Import of data• E-Capabilities (E-mail a report from tally.	3 pm to 5 pm	20 th Nov 2020



	E.R.P9)		
11.	Data management & Administration <ul style="list-style-type: none">• Uploading the reports generated from tally.E.R.P9• Tally ODBC, Inward connectivity• Security controls• Tally Audit Feature• Tally Vault	3 pm to 5 pm	23 rd Nov 2020
12.	Reports <ul style="list-style-type: none">• Display financial statements (Display balance – sheet, configuring the balance sheet, Integrate accounts with inventory, setting closing stock manually in the balance sheet with different stock valuation methods)• Display profit & loss A/c(configuring profit & loss A/c , income/expense statement instead of P&L)	3 pm to 5 pm	24 th Nov 2020
13.	Reports <ul style="list-style-type: none">• Display trial balance (configuring in trial balance)• Display registers & ledgers (display sales register, purchase register, cash book, bank book, journal register, day book, statement of accounts)	3 pm to 5 pm	25 th Nov 2020
14.	Online Taxation Return <ul style="list-style-type: none">• Fill online ITR(Income Tax Return) download and filling forms.• Fill online GST• Excise Return & Forms• Online service tax return• TCS,TDS return	3 pm to 5 pm	26 th Nov 2020
15.	Introduction to GST <ul style="list-style-type: none">• Concept of GST• Rate of GST• GST in other countries	3 pm to 5 pm	27 th Nov 2020



	<ul style="list-style-type: none">• Categories of GST• Other concepts.		
16.	<ul style="list-style-type: none">• Ec	3 pm to 5 pm	1 st Dec 2020
17.	GST (Goods & Services Tax) <ul style="list-style-type: none">• Creating GST Ledgers• Creating Income and Expense Ledgers• Recording Sales and Printing Invoices• Recording Purchases• Recording a Tax Payment• Transferring Tax Credits of VAT, excise and service tax to GST• Other Scenarios	3 pm to 5 pm	2 nd Dec 2020
18.	GST (Goods & Services Tax) <ul style="list-style-type: none">• Sales - Nil Rated, Exempt, SEZ, and Deemed Export• Recording Sales Returns• Recording Purchase Returns• Recording Export Sales• Reverse Charge under GST• Recording an Advance Receipt from Customer• Recording an Advance Payment to Supplier• Recording Journal Vouchers for Adjustments Against Tax Credit	3 pm to 5 pm	3 rd Dec 2020
19.	GST (Goods & Services Tax) <ul style="list-style-type: none">• Recording a Journal Voucher for TDS Adjustment• Recording a Journal Voucher for TCS Adjustment• Recording a Journal Voucher for Refund of Tax Credit• Recording a Journal Voucher for ISD Credit• Recording a Journal Voucher for Transitional Credit• Recording Journal Vouchers for Other	3 pm to 5 pm	8 th Dec 2020



	Liabilities <ul style="list-style-type: none">Recording Journal Vouchers for Reversal of Tax Credit		
20.	GST (Goods & Services Tax) <ul style="list-style-type: none">GSTR-1Returns SummaryParticulars (Computation Details)Summary of ExceptionsTable-wise GSTR-1Status ReconciliationExporting GSTR-1Challan Reconciliation	3 pm to 5 pm	10 th Dec 2020

Report

Tally is Add on programe organized by MIMT for B.Com 2ndyear students. The programe is conducted with the objective to make student skilled in Tally and GST, it will increase their employability. The student get hand on training on of Accounting, GST & Tally, Inventory & Voucher Entry, Advanced Accounting Features, Quick setup, financial data management & Administration, Financial Reports, Online Goods and Services Tax filling & Online Tax filling.. The resource person of this programe is Mr.Pankaj Aggarwal. This programe is conducted in between November-December. Total 49 students had completed this program.



Resource Person

Pankaj Aggarwal

Experience

- ARMS & Company Partner (Employed Mar 2019 – Present)
- Bayaweaver as Assistant Manager (Nov 2018 – Mar 2019)
- CA Assistant (Nov 2016 – Sep 2018)
- K. Awatar & Associates as Article Assistant (Mar 2012 – Mar 2015)

Education

- CA from The Institute of Chartered Accountants of India (2011 – 2016)
- Master's degree in Field Of Study Commerce with First Division, from CCS (Chaudhary Charan Singh) University (2018 – 2019)
- Bachelor's degree in Field of Study Commerce Grade First Division CCS from Chaudhary Charan Singh University (2010 – 2013)
- Certification in Financial Modeling Field Of Study Advance Excel, Equity Research, VBA and Investment Banking with Grade 94%, from IMS Proschool Pvt. Ltd, in (2017 – 2018)

Skills & Endorsements

1. Statutory Audit
2. Goods and Services Tax (GST)
3. Tax Audits

Industry Knowledge

1. Internal Controls
2. Financial Modeling
3. Financial Analysis

Tools & Technologies

1. Advance Excel
2. Tally ERP

Other Skills

1. Direct Tax
2. Equity Research Analysis