



Add On Certificate Program
on
Tally

L:41 Hours

Objective	The objective of the course is to make BBA students learn the practical application of Accounting & Tally. By opting this program, the student will successfully understand the following: Basics of Accounting & Tally, Inventory & Voucher Entry, Point of Sale, Job Costing, Training customization option, Tally.NET, Application Management and Control, Goods and Services Tax & Tax Deducted at Sources & Payroll and Compliances.
Date	5 th Oct to 3 rd Nov 2020 for Odd Semester & 15 th Feb to 17 th March, 2021
Venue	Lab 1
Organized by	Management Department
Resource Person	Mr.Pankaj Aggarwal (Alliance Institute)
Beneficiary	BBA 3 rd year students (2018-21)
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 make voucher entry, job casting GST filling, Tax deduction & Payroll and Compliances. Analyze the confluence of Accountancy on Tally in today's world.



Schedule					
Session	Content	Time (Odd Sem)	Date (Odd Sem)	Time (Even Sem)	Date (Even Sem)
1.	Basics of Accounting Type of Accounts, Golden Rules of Accounting, Accounting Principles, Concepts and Conventions, Double Entry System of Book Keeping mode of accounting, Financial Statements, Transactions, Recording Transaction.	3 pm to 5 pm	5 th Oct,2020	3 pm to 5 pm	15 th Feb, 2021
2.	Fundamental of Tally.ERP9 <ul style="list-style-type: none">• Getting fundamental with Tally.ERP9• Creation & Setting up of Company in Tally.ERP9• Accounting Masters in Tally.ERP9• F11 Features• F12 Configurations• Setting up Account Head	3 pm to 5 pm	6 th Oct, 2020	3 pm to 5 pm	16 th Feb, 2021
3.	Inventory in Tally.ERP9 <ul style="list-style-type: none">• Stock Group• Stock Categories• Godowns / Locations• Units of Measure• Stock Items	3 pm to 5 pm	7 th Oct, 2020	3 pm to 5 pm	17 th Feb, 2021
4.	Voucher Entry in Tally.ERP9 <ul style="list-style-type: none">• Accounting Vouchers• Inventory Vouchers	3 pm to 5 pm	8 th Oct, 2020	3 pm to 5 pm	19 th Feb, 2021



	<ul style="list-style-type: none">• Invoicing				
5.	Advance Accounting in Tally.ERP9 <ul style="list-style-type: none">• Bill-wise details• Cost Centers and Cost Categories• Multicurrency• Bank Reconciliation• Interest Calculations• Budgets & Controls• Scenario Management	3 pm to 5 pm	9 th Oct, 2020	3 pm to 5 pm	22 nd Feb, 2021
6.	Advanced Inventory in Tally.ERP9 <ul style="list-style-type: none">• Order Processing• Re-order Level• Tracking Number• Batch-wise details• Additional Cost Details	3 pm to 5 pm	12 th Oct, 2020	3 pm to 5 pm	23 rd Feb, 2021
7.	Advanced Inventory in Tally.ERP9 <ul style="list-style-type: none">• Bill of Materials (BOM)• Price Level and Price List• Stock Valuation• Inventory Ageing Analysis• Different and Billed Quantities	3 pm to 5 pm	13 th Oct, 2020	3 pm to 5 pm	24 th Feb, 2021



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8.	Point of Sales (POS) <ul style="list-style-type: none">• Features of Point of Sales (Pos) in Tally.ERP9• POS Invoice• POS Report	3 pm to 5 pm	14 th Oct, 2020	3 pm to 5 pm	25 th Feb, 2021
9.	Job Costing <ul style="list-style-type: none">• Configuration Job Costing in Tally• Creating Master for Job Costing• Recording Transactions• Job Costing Report	3 pm to 5 pm	15 th Oct, 2020	3 pm to 5 pm	26 th Feb, 2021
10.	Multilingual Capability <ul style="list-style-type: none">• Configuring Tally.ERP9 for Multilingual Capability• Creating Master• Entering Transaction• Generating Report	3 pm to 5 pm	16 th Oct, 2020	3 pm to 5 pm	1 st March, 2021
11.	Technological Advantages of Tally.ERP9 <ul style="list-style-type: none">• Tally Vault• Security Control• Tally Audit• Backup and Restore• Split Company data	3 pm to 5 pm	19 th Oct, 2020	3 pm to 5 pm	2 nd March, 2021
12.	Technological Advantages of Tally.ERP9 <ul style="list-style-type: none">• Export & Import• ODBC Connectivity	3 pm to 5 pm	20 th Oct, 2020	3 pm to 5 pm	3 rd March, 2021



	<ul style="list-style-type: none">• Online Help• Printing Report• Data Synchronization				
13.	Tally.NET features <ul style="list-style-type: none">• Over View of Tally.NET• Configuring Tally.NET Features• Connect Company on Tally.NET• Create Remote User• Authorize Remote User• Remote Access	3 pm to 5 pm	21 st Oct, 2020	3 pm to 5 pm	5 th March, 2021
14.	Application Management and Control <ul style="list-style-type: none">• Concept of Control Center• Installing & Activating Tally.ERP9• Logging to Control Center• Managing Accounts using control center	3 pm to 5 pm	22 nd Oct, 2020	3 pm to 5 pm	8 th March, 2021
15.	Online Help and Support <ul style="list-style-type: none">• Features Support Center• Accessing Support Center Using Support Center	3 pm to 5 pm	26 th Oct, 2020	3 pm to 5 pm	9 th March, 2021
16.	Goods and Services Tax <ul style="list-style-type: none">• Basics of GST• Configuring GST Features• Creating Masters•	3 pm to 5 pm	27 th Oct, 2020	3 pm to 5 pm	10 th March, 2021



17.	Goods and Services Tax <ul style="list-style-type: none">• Entering Transactions• GST Report• GST Filing	3 pm to 5 pm	28 th Oct, 2020	3 pm to 5 pm	11 th March, 2021
18.	Tax Deducted at Sources (TDS) <ul style="list-style-type: none">• Basic Concepts of TDS• Configuring TDS in Tally.ERP9	3 pm to 5 pm	29 th Oct, 2020	3 pm to 5 pm	12 th March, 2021
19.	Tax Deducted at Sources (TDS) <ul style="list-style-type: none">• Creation Masters• Processing Transaction• TDS Reports	3 pm to 5 pm	30 th Oct, 2020	3 pm to 5 pm	15 th March, 2021
20.	Payroll and Compliances <ul style="list-style-type: none">• Configuration Payroll in Tally.ERP9• Creating Payroll Masters• Processing Payroll in Tally.ERP9• Accounting for Employer PF Contribution	3 pm to 5 pm	2 nd Nov, 2020	3 pm to 5 pm	16 th March, 2021
21.	Payroll and Compliances <ul style="list-style-type: none">• Accounting for Employer ESI Contribution• Payment of Professional Tax	3 pm to 4 pm	3 rd Nov, 2020	3 pm to 4 pm	17 th March, 2021



Report

Tally is Add on programme was organized by MIMT for BBA 3rd year students. The programme is conducted with the objective to make student skilled in Tally, it will increase their of employability. The student get hand on training on application like voucher entry, job casting GST filling, Tax deduction & Payroll and Compliances. The resource person of this programme is Mr.Pankaj Aggarwal. This programme is conducted in two parts, 85 students had completed in odd semester and 88 students had completed the programme in even semester. Total 173 students had completed this program.

At the completion of this course, the student was able to enter accounting data on Tally. With all this they are able to voucher entry, job casting GST filling, Tax deduction & Payroll and Compliances.

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



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Tools & Technologies

1. Advance Excel
2. Tally ERP

Other Skills

1. Direct Tax
2. Equity Research Analysis