Date: 2th May, 2022

SYLLABUS

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 13. Godowns.
Unit 3	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 4	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
Unit 5	1. Bill wise details 2. Multiple currencies assessment Interest Calculations 3. Budgetary Control and Scenario Management

Schedule

Session	Content	Time	Date

S 1	Tally Introduction: Application of Tally Various versions of Tally. Accounts Information-Business Transactions Double Entry System Recording	11AM – 2PM	10-May-2022
S 2	Recording Ledgers and Groups Inventory Information- Stock Groups	2PM – 5PM	12-May-2022
S 3	Stock Items Units of Measure Accounting Vouchers	2PM – 5PM	25-May-2022
S 4	Receipts Vouchers Payment Vouchers Purchase Vouchers	2PM – 5PM	26-May-2022
S 5	Sales Vouchers Contract Vouchers Journal Vouchers	2PM – 5PM	2-June-2022
S 6	Debit Note Credit Note Memorandum Vouchers	2PM – 5PM	14-June-2022
S 7	Godowns Date Management- More than one year company creation Change Period	2PM – 5PM	16-June-2022
S 8	Payroll System Discount Management- Cash Discount Trade Discount	2PM – 5PM	23-June-2022
S 9	Vouchers Types Back up	2PM – 5PM	30June-2022

	Restore		
S 10	Display- Trial Balance& Statement of Accounts Day Book Account books Inventory Books Statements of Inventory	2PM – 5PM	2-July-2022

	Report
Name of Activity	Certification Program on Tally ERP-9
Date	10th May,2022 to 2nd July, 2022
Venue	Computer Lab, MIMT
Organized by	Department of Management
Name of Expert	Mr. Pankaj Kumar
Beneficiary	BBA IV Semester Students
No. of beneficiaries	29
No. of students Registered	30
Module Hours	30 hours
Activity Convener	Mr. Vibhanshu Jha
Objective	The aim of this certification course is: • Toimpart 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	Tally is an important tool in calculating monetary terms used in accountancy, tax and GST calculation. Tally helps in managing commercial transactions effectively and efficientlyand the new workforce should have essential knowledge of same before joining the job market, with this thought Mangalmay Institute of Management and Technology organized a 30-hourCertification Program on Tally ERP 9 for BBA IV semester students. Day 1: The resource person started with defining what Tally ERP 9 is, what it comprises and its importance in modern day organization. He discussed about Application of Tally, Various versions of Tally. Business Transactions Double Entry System and recording were also discussed by the resource person. Day 2: The resource person continued with recording system. He explained Ledgers and Groups. Inventory Information- Stock Groups was also discussed. Day 3: Stock Items, Units of Measure and Accounting vouchers concepts were made clear. Day 4: The resource person discussed about Receipts Vouchers, Payment Vouchers and Purchase Vouchers. He explained the importance of these vouchers also. Day 5: Sales Vouchers, Contract Vouchers and Journal Vouchers concepts were discussed and examples were shown to the students. Day 6: 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 about Memorandum Vouchers.

	Day 7: The resource person talked about Godowns, Date Management- More than one year company creation and Change Period. Day 8: Payroll System, Discount Management- Cash Discount and Trade Discount were discussed by the resource person. He also discussed about the importance of Payroll System in saving time. Day 9: The resource person explained the Vouchers Types. He also discussed about how to create Backup and Restore. Day 10: Display- Trial Balance, Day Book and Account books concepts were made clear. During the session, the resource person 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. In future, IQAC Cell has planned to conduct more seminars or certification courses in Tally ERP-9 in the institute to aware students about the job opportunities available in this field and capitalizing those opportunities.
Outcome of Activity	Students are able tolearn and practice the advanced version of Tally. ERP9 is being advance tools, it will increase their employability

LIST OF BENEFICIARIES

1	AAKANSHA
2	ABHISHEK BHARDWAJ

3	AYUSH BANSAL
4	DEEPANSHU
5	DEEWAKAR JHA
6	EISHA VARSHNEY
7	HARSH MOHAN
8	KAVITA KUMARI
9	KRITIKA JAIN
10	LUBHANSHU
11	MANAV BHANDARI
12	MANISH KUMAR PANWAR
13	MUSKAAN SIROHI
14	NEETU
15	POONAM SHUKLA
16	PREETAM SINGH
17	PRINCESS
18	RISHU KUMAR
19	SAKSHI JAIN
20	SHUBHAM SHARMA
21	SUDHANSHU RANJAN
22	VAIBHAV RAJ
23	VANDANA SINGH
24	VISHNU KUMAR
25	DEV BAISOYA
26	KHUSHI BHARDWAJ
27	DHIRAJ KUMAR
28	ADITYA PRAKASH
29	GAURAV KUMAR

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ATTENDANCE LIST OF TALLY CERTIFICATION PROGRAMME 2022

MANGALMAY INSTITUTE OF MANAGEMENT TECHNOLOGY

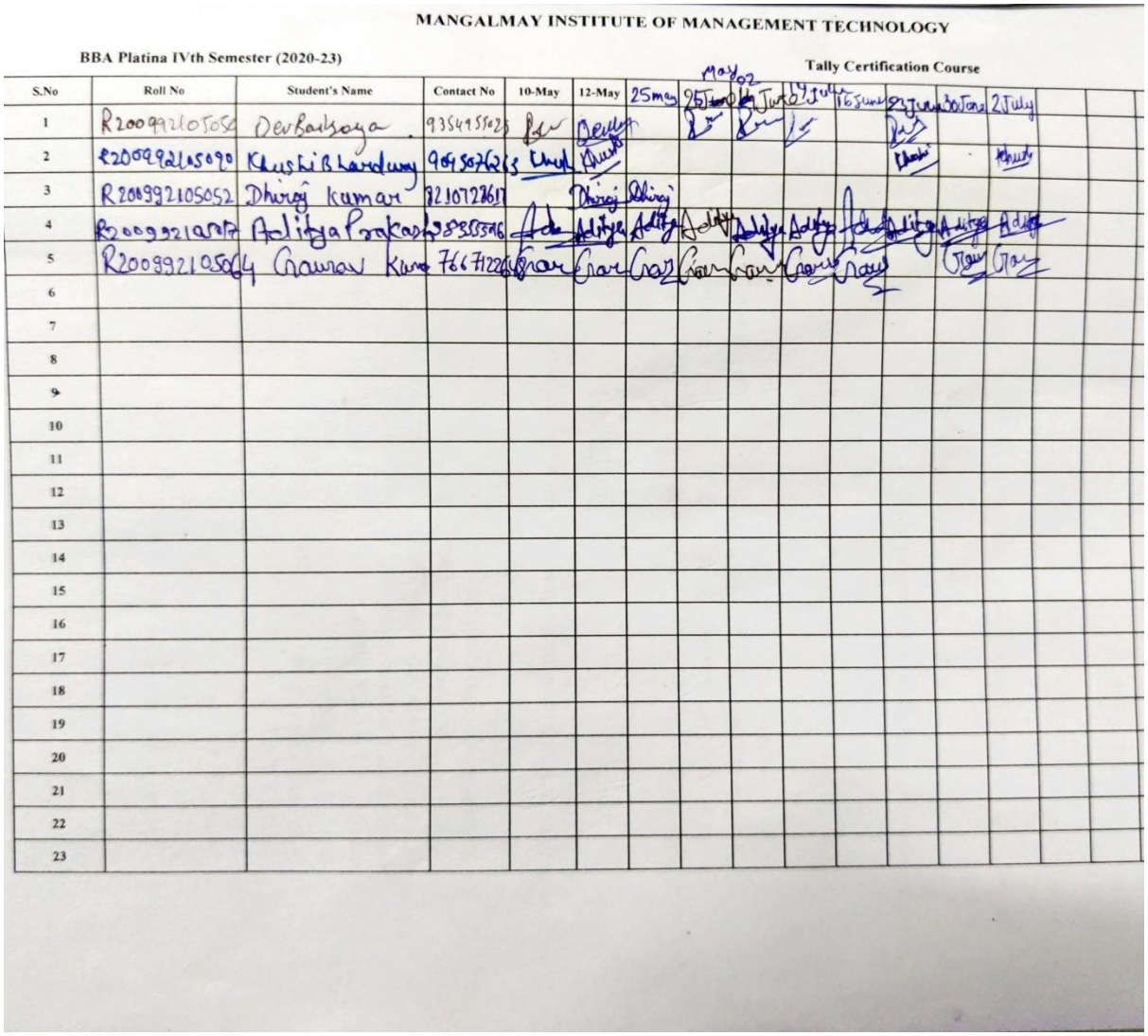
BBA Platina IVth Semester (2020-23)

Tally Certification Course

S.No	Roll No	Student's Name	Contact No	10-May	12-May	25May	26May	2June	4Jun	16June	23June	30June	2July
1	R20099210500l	AAKANSHA	9319505496										
2	R20099210500S	ABHISHEK BHARDWAJ	8287689476										
3	R20099210504O	AYUSH BANSAL	9911138911										
4	R20099210504S	DEEPANSHU	7303234040										
5	R20099210504g	DEEWAKAR JHA	7836858263										
6	R20099210506O	EISHA VARSHNEY	9643238979										
7	R20099210506S	HARSH MOHAN	9044007962										
8	R20099210508S	KAVITA KUMARI	7428118684										
9	R20099210509l	KRITIKA JAIN	8810559956										
10	R20099210509g	LUBHANSHU	8588080122										
11	R20099210509G	MANAV BHANDARI	9650062059										
12	R20099210509S	MANISH KUMAR PANWAR	9368553704										
13	R20099210511G	MUSKAAN SIROHI	8287913830										
14	R20099210511g	NEETU	7827061673										
15	R20099210513S	POONAM SHUKLA	9310301973										
16	R20099210514g	PREETAM SINGH	9625210407										
17	R20099210514S	PRINCESS	8294736038										
18	R20099210515G	RISHU KUMAR	8076724456										
19	R20099210517G	SAKSHI JAIN	9810809438										
20	R20099210519G	SHUBHAM SHARMA	8527840339										
21	R20099210520S	SUDHANSHU RANJAN	7488922965										
22	R20099210522l	VAIBHAV RAJ	8797325131										
23	R20099210522S	VANDANA SINGH	9076684179										
24	R20099210523O	VISHNU KUMAR	8860861404										

Mangalmay Institute of Management Technology

Greater Noida (U.P.)



MANGALMAY INSTITUTE OF MANAGEMENT TECHNOLOGY

BBA Platina IVth Semester (2020-23)

Tally Certification Course

S.No	Roll No	Student's Name	Contact No	10-May	12-May	25may	25 May 02	04 June	04 June	16 June	23 June	30 June	2 July		
1	R200992105050	Dev Baksoya	9354955025	[illegible]	[illegible]		[illegible]	[illegible]	[illegible]		[illegible]				
2	R200992105090	Khushi Bhardwaj	9045076263	Khush	Khush						Khushi		Khush		
3	R200992105052	Dhiraj kumar	8210728617		Dhiraj	Dhiraj									
4	R200992105017	Aditya Prakash	9835596	[illegible]	Aditya	Aditya	Aditya	Aditya	Aditya	[illegible]	Aditya	Aditya	Aditya		
5	R200992105064	Gaurav Kumar	7667122[illegible]	Gaur	Gaur	Gaur	Gaur	Gaur	Gaur	Gaur		Gaur	Gaur		
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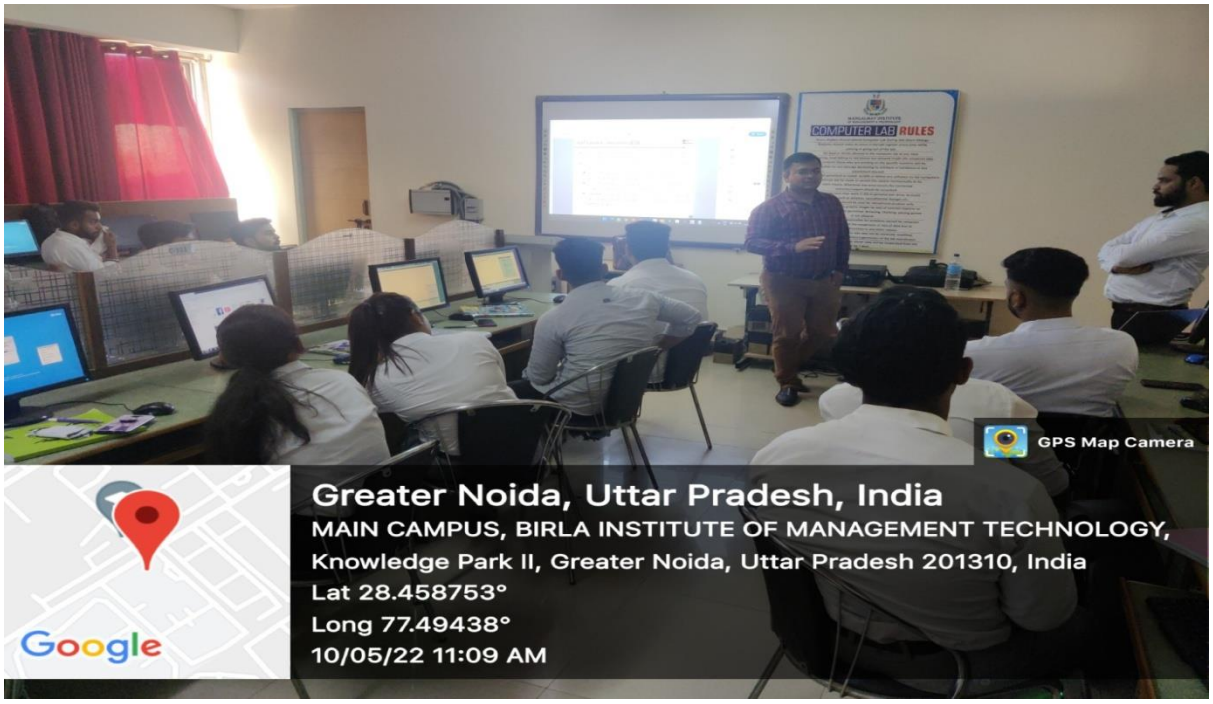
GLIMPSES OF TALLY CERTIFICATION PROGRAMME 2022



Resource Person's Profile

Mr. Pankaj Kumar

Mr. Pankaj Kumar is a professional and self- motivated Computer Software Trainer with Many Years of Experience in Training and handling local and International Software and Web Development projects. He has successfully imparted many trainingin NCR in reputed institutes.

His core areas are MS Office, Java, Python, React, Flutter, and Web Development.