



Date: 22nd January, 2022

SYLLABUS (45 Hours)

Unit	Course Contents
Unit 1	<ol style="list-style-type: none">1. Tally Introduction: Application of Tally2. various versions of Tally. Accounts Information-Business Transactions Double Entry System3. Recording4. Ledgers and Groups.
Unit 2	<ol style="list-style-type: none">1. Inventory Information- Stock Groups2. Stock Items3. Units of Measure4. Accounting Vouchers- Receipts Vouchers5. Payment Vouchers6. Purchase Vouchers7. Sales Vouchers8. Contra Vouchers9. Journal Vouchers10. Debit Note11. Credit Note12. Memorandum Vouchers13. Godowns.
Unit 3	<ol style="list-style-type: none">1. Date Management- More than one year company creation2. Change Period3. Payroll System4. Discount Management- Cash Discount5. Trade Discount6. Vouchers Types7. Back up



	8. Restore.
Unit 4	<ol style="list-style-type: none">1. Display- Trial Balance2. Day Book3. Account books4. Statement of Accounts5. Inventory Books6. Statements of Inventory7. Cash/fund flow8. Payroll Reports9. List of Accounts10. Exception Reports11. Print Management12. Various Types of Company- Traders Professional13. Opening Balance with New Company Other Options
Unit 5	<ol style="list-style-type: none">1. Bill wise details2. Multiple currencies assessment Interest Calculations3. 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	2PM – 5PM	27-Jan-2022
S 2	Recording Ledgers and Groups Inventory Information- Stock Groups	2PM – 5PM	28-Jan-2022
S 3	Stock Items Units of Measure Accounting Vouchers	2PM – 5PM	31-Jan-2022
S 4	Receipts Vouchers Payment Vouchers Purchase Vouchers	2PM – 5PM	02-Feb-2022
S 5	Sales Vouchers Contract Vouchers Journal Vouchers	2PM – 5PM	04-Feb-2022
S 6	Debit Note Credit Note Memorandum Vouchers	2PM – 5PM	07-Feb-2022
S 7	Godowns Date Management- More than one year company creation Change Period	2PM – 5PM	09-Feb-2022
S 8	Payroll System Discount Management- Cash Discount Trade Discount	2PM – 5PM	11-Feb-2022
S 9	Vouchers Types	2PM – 5PM	14-Feb-2022



	Back up Restore		
S 10	Display- Trial Balance Day Book Account books	2PM – 5PM	16-Feb-2022
S 11	Statement of Accounts Inventory Books Statements of Inventory	2PM – 5PM	18-Feb-2022
S 12	Cash/fund flow Fund flow Statement Payroll Reports	2PM – 5PM	21-Feb-2022
S 13	List of Accounts Exception Reports Print Management	2PM – 5PM	22-Feb-2022
S 14	Various Types of Company- Traders Processional Opening Balance with New Company Other Options Bill wise details	2PM – 5PM	23-Feb-2022
S 15	Multiple currencies assessment Interest Calculations Budgetary Control and Scenario Management	2PM – 5PM	24-Feb-2022



	Report
Name of Activity	Certification Program on Tally ERP-9
Date	27th January, 2022 to 24th February, 2022
Venue	Computer Lab, MIMT
Organized by	Management Department
Name of Expert	Mr. Nikhil Verma
Beneficiary	B.Com 1 st Year Students
Activity Convener	Mr. Rajnish Mishra
Objective	<p>The aim of this certification course is:</p> <ul style="list-style-type: none">• To impart 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	<p>Tally is an important tool in calculating monetary terms used in accountancy, tax and GST calculation. Tally helps in managing commercial transactions effectively and efficiently and the new workforce should have essential knowledge of same before joining the job market, with this thought Mangalmai Institute of Management and Technology organized a 45-hour Certification Program on Tally ERP 9 for B.com 1st year students.</p> <p>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.</p> <p>Day 2: The resource person continued with recording system. He explained Ledgers and Groups. Inventory Information- Stock Groups was also discussed.</p> <p>Day 3: Stock Items, Units of Measure and Accounting vouchers concepts were made clear.</p> <p>Day 4: The resource person discussed about Receipts Vouchers, Payment Vouchers and Purchase Vouchers. He explained the importance of these vouchers also.</p> <p>Day 5: Sales Vouchers, Contract Vouchers and Journal Vouchers concepts were discussed and examples were shown to the students.</p> <p>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.</p> <p>Day 7: The resource person talked about Godowns, Date Management- More than one year company creation and Change Period.</p> <p>Day 8: Payroll System, Discount Management- Cash Discount and</p>



	<p>Trade Discount were discussed by the resource person. He also discussed about the importance of Payroll System in saving time.</p> <p>Day 9: The resource person explained the Vouchers Types. He also discussed about how to create Backup and Restore.</p> <p>Day 10: Display- Trial Balance, Day Book and Account books concepts were made clear.</p> <p>Day 11: The students learned about Statement of Accounts, Inventory Books and Statements Inventory.</p> <p>Day 12: The resource person explained about Cash/fund flow, Fund flow Statement and also he explained how to analyse these statements. He also talked about Payroll Reports.</p> <p>Day 13: List of Accounts, Exception Reports and Print Management concepts were discussed by the resource person..</p> <p>Day 14: The students learned Various Types of Company- Traders Processional, Opening Balance with New Company Other Options. The students also learned about Bill wise details to go for minute details.</p> <p>Day 15: The resource person made students learn about Multiple currencies assessment, Interest Calculations, Budgetary Control and Scenario Management.</p> <p>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.</p>
Outcome of Activity	Students are able to learn and practice the advanced version of Tally. ERP9 is being advance tools, it will increase their employability

LIST OF BENEFICIARIES

S.NO.	ENROLLMENT NO.	NAME
1	21175352	ABHAY SINGH
2	21175353	ABHINAV CHOUDHARY
3	21175354	ABHISHEK CHAUHAN



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4	21175355	ABHISHEK KUMAR
5	21175356	ADESH KUMAR
6	21175357	ADITI RAI
7	21175358	ADITYA SHARMA
8	21175359	ADITYA SINGH PARIHAR
9	21175360	AISHA KHAN
10	21175361	AKANKSHA SINGH
11	21175362	AKANSHI
12	21175363	AKASH YADAV
13	21175365	ANJALI BHARTI
14	21175366	ANKIT TRIPATHI
15	21175368	ASTHA UPADHAYAY
16	21175369	AVINASH KUMAR
17	21175370	CHESHTA SHARMA
18	21175371	CHHAVI
19	21175372	CHIRAG GARG
20	21175373	DEEPAK BARUAH
21	21175374	DEEPAK CHAUHAN
22	21175375	DEEPANSHU
23	21175376	DIVYA SAINI
24	21175377	GAUTAM KANOJIA
25	21175379	HARSH SHARMA
26	21175380	HARSH SINGH
27	21175381	HIMANI KAUSHIK
28	21175382	HIMANSHI SHARMA
29	21175383	HIMANSHU
30	21175384	HIMANSHU BHATI



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31	21175385	HIMANSHU SINGH
32	21175386	ISHA
33	21175387	JAYA
34	21175388	JIYA PEGWAL
35	21175389	JYOTI KUMARI
36	21175390	KESHAV CHOUDHARY
37	21175391	KHUSHI GARG
38	21175392	KHUSHI MAHESHWARI
39	21175393	KOMAL TALAN
40	21175394	KUNIKA MISHRA
41	21175395	MANAV GOSWAMI
42	21175396	MANTASHA
43	21175398	MD FARHAN ANSARI
44	21175399	MD MAHTAB ALAM
45	21175400	MERAJ BABU ANSARI
46	21175401	MOHAMMAD SHARIQUE
47	21175402	MOHD SHAD KHAN
48	21175403	MUKUL DIXIT
49	21175404	NAINA AGRAWAL
50	21175405	NAKUL KUMAR
51	21175406	NIKITA KUMARI
52	21175407	NISHA PAL
53	21175408	NUPUR NEGI
54	21175409	OM CHOUDHARY
55	21175410	OM PANDEY
56	21175411	OMANSH PRATAP SINGH
57	21175412	PARTH DWIVEDI



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58	21175413	PAYAL TYAGI
59	21175414	PIYUSH AMBAVATA
60	21175415	POOJA CHAUHAN
61	21175416	PRACHI TYAGI
62	21175417	PRANAV ISTWAL
63	21175418	PRATHAM GUPTA
64	21175419	PRINCE KUMAR
65	21175420	PRIYA BHATI
66	21175421	PRIYA CHAUDHARY
67	21175422	PRIYA HALDAR
68	21175423	PRIYANKA CHAUHDHARY
69	21175424	RAHUL PAWAR
70	21175425	RAHUL TOMER
71	21175426	RAMESHWAR PRASAD SINGH
72	21175427	REKHA SHARMA
73	21175429	RITIK
74	21175430	ROHAN NAGAR
75	21175431	ROHIT SATAPATHY
76	21175432	SAGAR BHATI
77	21175434	SARITA YADAV
78	21175435	SHALINI SINGH
79	21175436	SHASHANK SINGH BAGHEL
80	21175437	SHIVANI JHA
81	21175438	SIMRAN BHARDWAJ
82	21175439	SUDHANSHU
83	21175440	SUJAL GUPTA



84	21175441	SURJEET
85	21175442	SWATI PAYAL
86	21175443	TRISHA RAJAK
87	21175444	VARDHIKA MAHESHWARI
88	21175445	VASHU
89	21175446	VIKRANT SINGH
90	21175447	VIPIN BHATI
91	21175449	VISHU SHARMA
92	21175450	VIVEK BHATI
93	21175451	YASHIKA SINGH
94	21175452	ZAID

Resource Person's Profile

Mr Nikhil Verma

Mr. Nikhil Verma 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 training in NCR in reputed institutes.

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

