	Report
Name of Course	Certification Course on Computer
Date	15th November, 2022 to 14th February, 2023
Venue	Computer Lab, MIMT
Organized by	Management Department
Name of External Examiner	Mr. Pretush Gupta
Beneficiary	84 B.Com 1st Year Students
Name of Internal Examiner	Ms. Neha Dhingra
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	Today, computers are used in more environments and for more functions than ever before, and their use is only expected to increase. In the accounting world, it is software that manages business finances. Tally provides a comprehensive information security framework that secures user data by authenticating, authorizing, encrypting, and maintaining its integrity. By understanding the need Mangalmay Institute of Management and Technology organized a 48-hourCertification Program on Computer for B.com 1st year students. The following topics covered under the course. **Day 1: Introduction of Tally Software** The types of accounts, golden rule of accounting and the journal entries discussed and in tally software how to open a company or firm or how to shut the company and the information related to the basic use of tally was shared. **Day 2: Accounting Configuration and Features** The expert taught about the different features of a company can be selected or modified by F11: Features button. This button is available in almost all screens of Tally. **Day 3: Ledger Creation** It is very important step as many journal entries depend on the correct grouping. How to create the ledger and how to group them would be taught in the class. For creation of ledger heads, choose the following menu/sub-menu: Accounts Info.→Ledgers→Create(under Single Ledger). Thereafter a screen for Ledger Creation will appear. Write the name of the Ledger head, the name of the related Group head (against the field 'Under'), and other information as required. **Day 4: Inventory Information** Stock Item refers to goods that the businessman manufactures or trade. It is the primary inventory entity and is the lowest level of information on the inventory. Creation of stock item one by one, creation of stock item in one-go and creation of alternate units for stock items would be taught. In

addition to this how to alter the stock item and how to display the stock items also taught.

Day 5: Accounting Vouchers

The resource person discussed about Receipts Vouchers, Payment Vouchers and Purchase Vouchers (Item Invoice & Accounting Invoice). He explained the importance of these vouchers also. Students learnt that some points should be noted for journal entries under Accounting Voucher i.e. unlike manual system, credit side may have to be entered first while making voucher entries.

Day 6: Accounting Vouchers Entry:

Students also learnt about the Sales (Item Invoice & Accounting Invoice), Contra& Journal Vouchers and the importance's.While passing entries in Payment and Receipt journals, choose Cash or Bank against the field Account: and under Particulars choose the ledger head against which payment or receipt is involved.

Day 7: Voucher Entries:

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.Debit note, Credit note & Journal. Debit and Credit note journals can be activated through F11 Key. Alteration/Deletion of voucher entry was also taught

Day 7: Journal Entries/Voucher Entries

Journal entries related to the purchase, sales, contra and journal vouchers would be taught. The rules related to credit sale or purchase and cash sale purchase were also taught.

Day 8: Voucher Entry: Inventory Vouchers

There are purchase of raw-materials (or finished goods in case of a trader) and sale of finished goods, including returns) which require the inventory voucher for recording purpose. Students were taught about the 6 type's inventory journal i.e. Stock Journal, Physical /stock, Delivery Note, Receipt Note, Rejection In and out for recording the inventory.

Day 9: Advance Inventory

Students were taught that for the advanced mode, need to enable advanced configuration and features for stock item master in F12: Configure and F11: Features. Students learnt that in advanced mode, it considers the past consumption patterns to suggest reorder levels but can choose to define their own reorder levels.

Day 10: Advance Inventory

Students also learnt about the batch wise details, price list & additional cost details. While making a purchase entry, can directly allocate the stock item into one or more batches depending on the business situation.

Day 11: Taxes

Students learnt about the recording of TDS and TCS. Expert discussed that record a purchase voucher with GST for the complete transaction, and then deducts TDS in journal voucher.

Day 12: GST

GST is an Indirect Tax which has replaced many Indirect Taxes in India. Students have a basic understanding of how GST works; understand the working of GST in Tally along with its accounting and calculation.

Activation of GST and creation of vouchers related to GST i.e. such as Purchase, Sales, State GST, Central, Integrated GST, Stock item names etc. were taught in this session.

Day 13: Purchase Voucher with GST

Students learnt that after activation of GST, Recording of purchase of goods and services (inward supply) which attract GST can be done using the purchase voucher. Expert also discussed about the inter as well as intra state supply.

Day 14: Sales Voucher with GST

Expert taught about the GST Sales entry in the tally and also taught them about the CGST, SGST & IGST. Students were also taught that if business has multiple lines of products charging different GST rates, it is advisable to create multiple GST ledgers for different tax rates for easy understanding and reconciliation.

Day 15: Payroll System

Firstly the expert taught about how to enable payroll features then also explained how to create employee master, payroll units, heads for salary components etc.

Day 16: Advanced Accounting

Expert discussed about the multi currency facilities & interest calculation. Expert also explained the use of foreign currencies in the transactions in which the customers want the invoice.

Day 17: Bank Reconciliation

Students learnt about the bank reconciliation statement which shows the difference between the bank balance shown in an organization's bank statement, as supplied by the bank, and the corresponding amount shown in the organization's own records at a particular point of time.

Day 18: Cash & Fund Flow Statement

The expert explained about the cash flow and fund flow statement which can be created in the tally. Expert explained that fund flow statement can be viewed by pressingAlt+G (Go To) > type or select Funds Flow > press Enter or alternatively by, Gateway of Tally > Display More Reports > Funds Flow.

Day 19: Display

Expert discussed that display screens of Tally.ERP 9 are dynamic and interactive. Trial Balance provides you a report on the account balances sorted by groups, for all the accounts of the selected company. In other words, the Trial balance displays a collection of main groups and their closing balances.All the other Tally.ERP 9 reports are classified into two broad categories, namely. Accounting reports and Inventory reports.

Day 20: Display: Statement of Accounts

Expert explained that gateway of Tally displays only the Balance Sheet and Profit & Loss Account directly as these statements are considered the most important. Also explain that The Cash Flow and Funds Flow display too has not been grouped under Statements of Accounts.

Day 21: Point of Sales

Students learnt that it is a computerized cash register which adds the sales total, computes tax, calculates the change from the money tendered and automatically adjusts the store's inventory to debit the amount of inventory

	sold.
	Day 22: Search, Filter and Sorting Expert explained about the importance of features like search, filter and sorting and how to use these features also explained. **Day 23: Exception Reports** Expert taught about the exception reports like Negative Stock, Negative Ledgers, Overdue Receivables, Overdue Payables, Memorandum Vouchers, Reversing Journals, Optional Vouchers, Cancelled Vouchers, Post-dated Vouchers, E-Mail IDs, Excise Dealer **Day 24: Technology Advantage of Tally.Erp** Expert discussed about the technology advantage of tally erp9 i.e. Tally Vault, Security Control, Tally Audit, Backup and Restore, Split Company data, Export & Import, Printing Report, Data Synchronization During the sessions, the expertwent 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.
Outcome of Activity	Students are able tolearn and practice the Tally. ERP9 whichis being advance tool, it will increase their employability

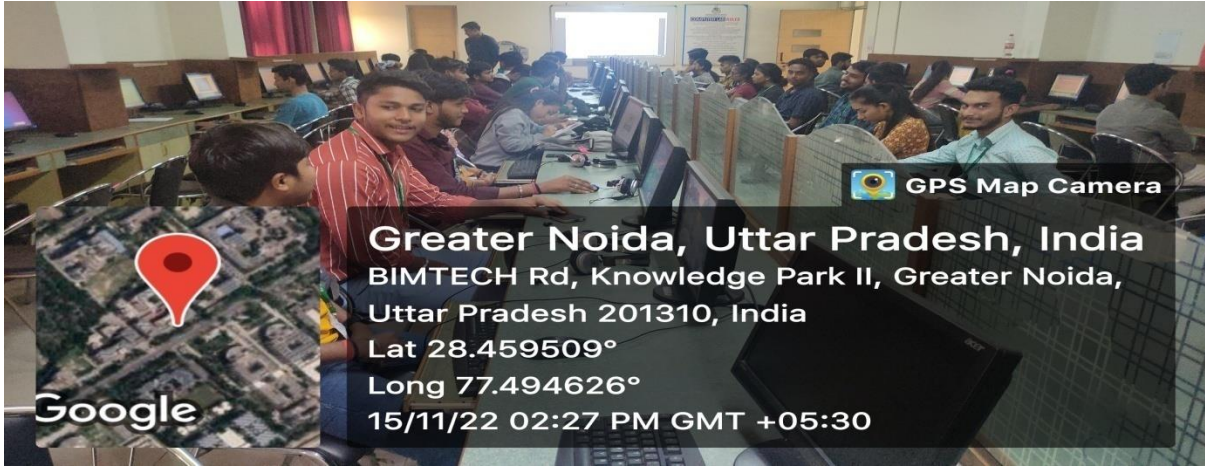**Mangalmay Institute of Management & Technology**
Greater Noida

NAAC ACCREDITED 2020

SCHEDULE

Session	Content	Time	Date
S1	Tally Introduction: Application of Tally Various versions of Tally. Accounts Information-Business Transactions Double Entry System Recording	2 PM – 4 PM	15-Nov-2022
S2	Accounting Configuration &Features Company Creation, Alteration Group Creation Multiple Group Creation	10AM – 12PM	18-Nov-2022
S3	Ledger Creation Multiple Ledger Creation Ledgers and Groups	2PM – 4PM	22-Nov-2022
S4	Inventory Information: Inventory configuration &features Inventory info. Menu Stock groups Stock Items Units of Measure	10AM – 12PM	25-Nov-2022
S5	Accounting Vouchers: Receipts Vouchers Payment Vouchers Purchase Vouchers	2PM – 4 PM	29-Nov-2022
S6	Accounting Vouchers: Sales Vouchers Contra Vouchers Journal Vouchers	10AM – 12PM	02-Dec-2022
S7	Voucher Entry: Debit Note Credit Note Memorandum Vouchers	2PM – 4 PM	06-Dec-2022
S8	Voucher Entry: Inventory Voucher	10 AM – 12 PM	09-Dec-2022
S9	Advance Inventory: Order Processing Reorder Levels Batch Wise Details Bills of Material	2PM – 4 PM	13-Dec-2022
S10	Advance Inventory: Batch Wise Details Price List Additional Cost Details	10 AM – 12 PM	16-Dec-2022
S11	Taxes: TDS TDS Report TCS	2PM – 4 PM	20-Dec-2022
S12	Taxes: Concept of GST Activation of GST	10 AM – 12 PM	23-Dec-2022

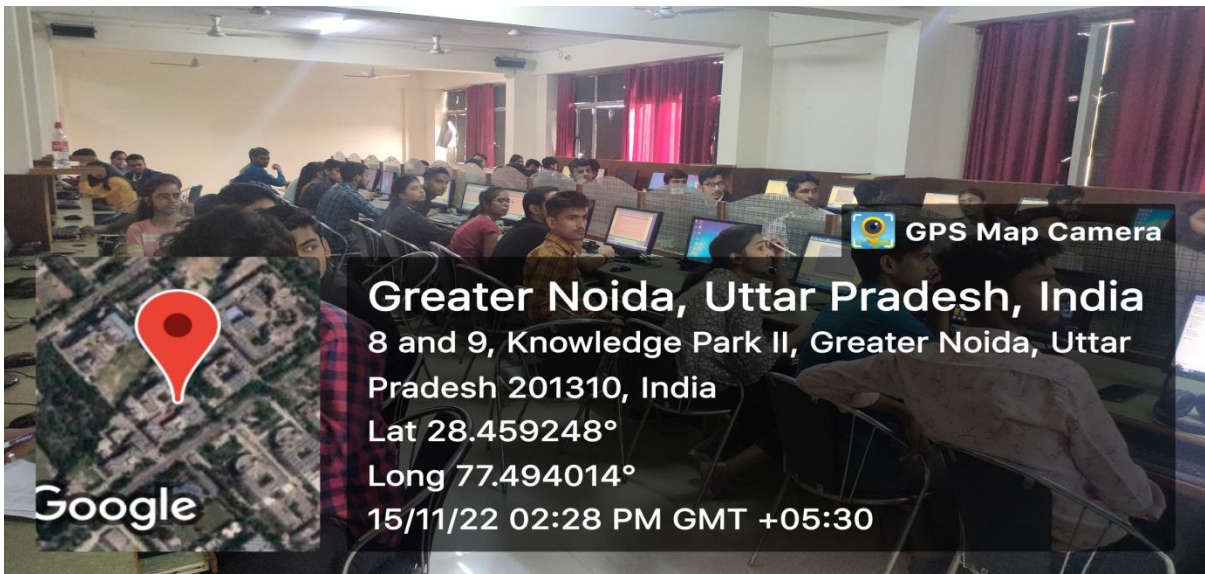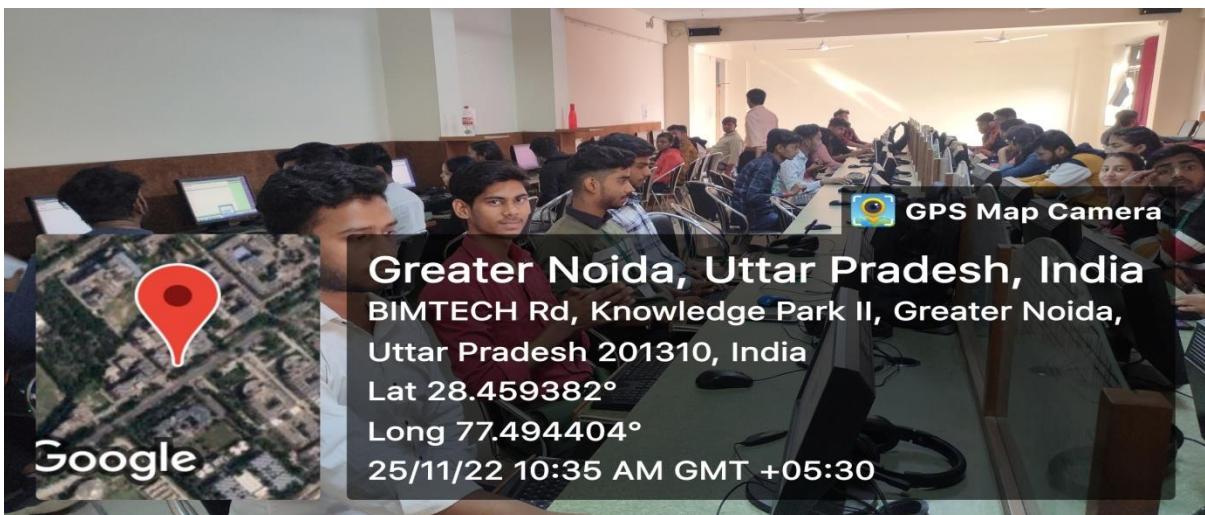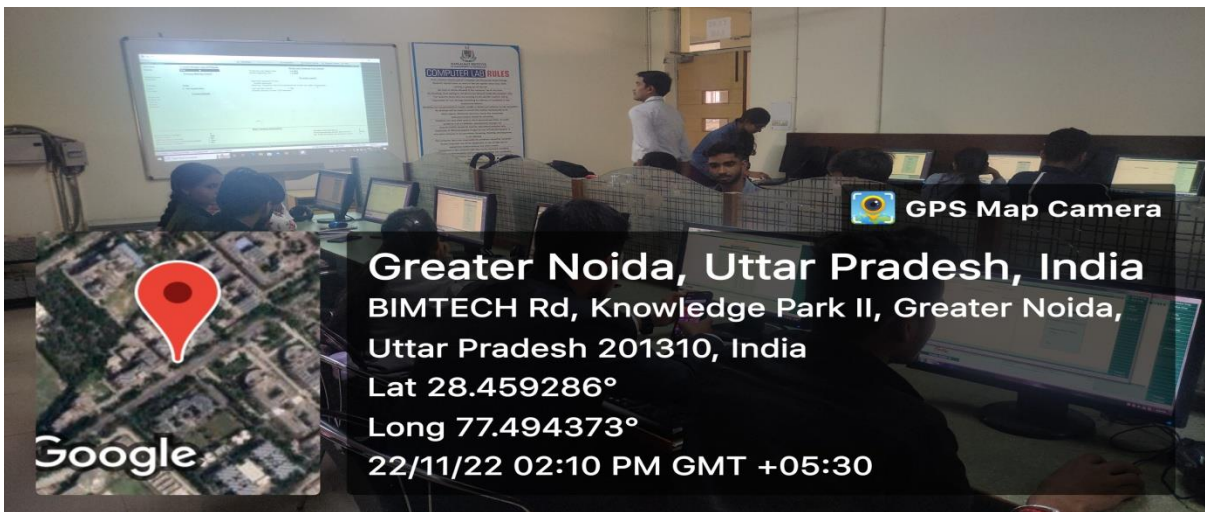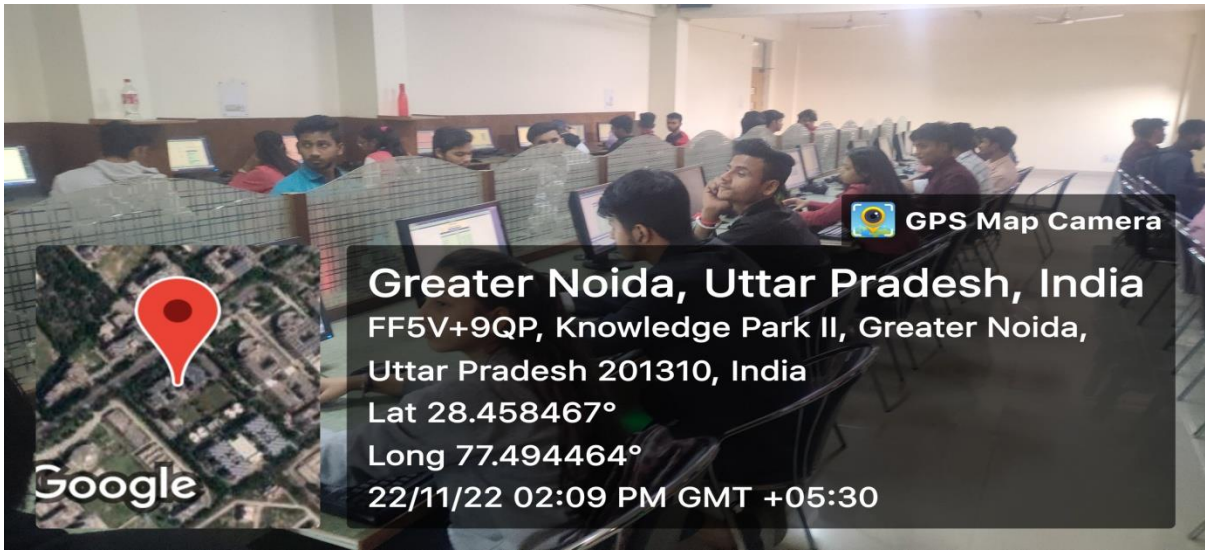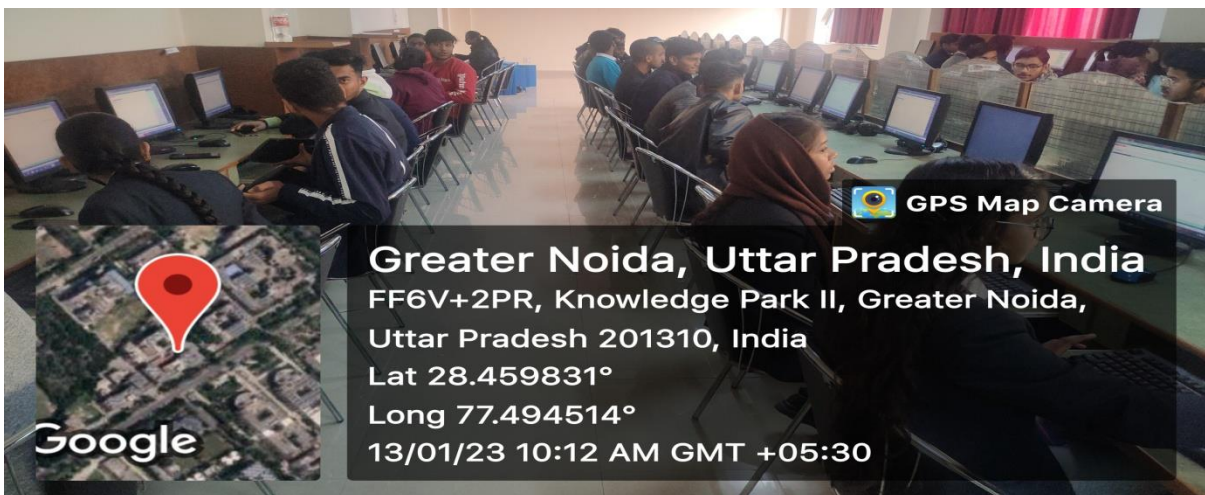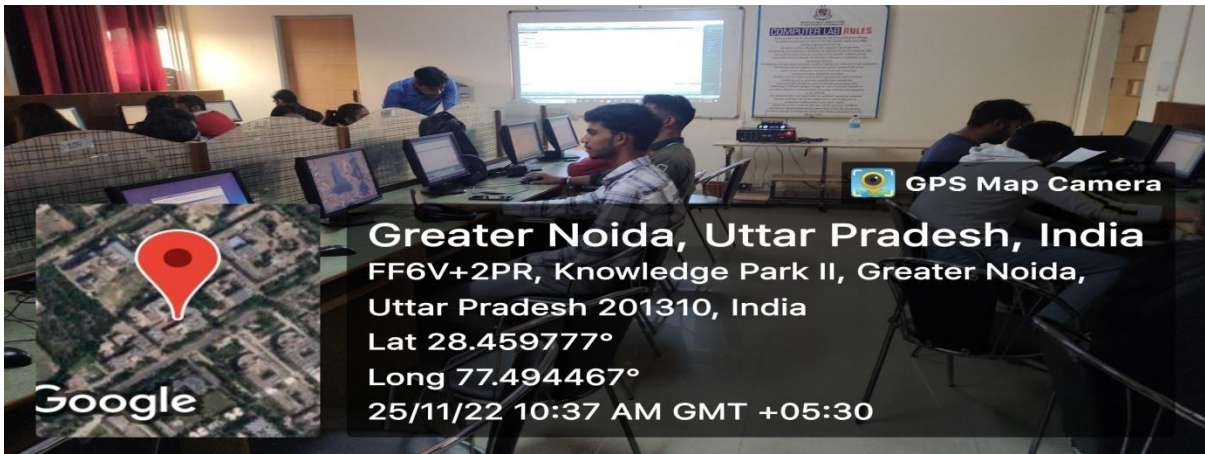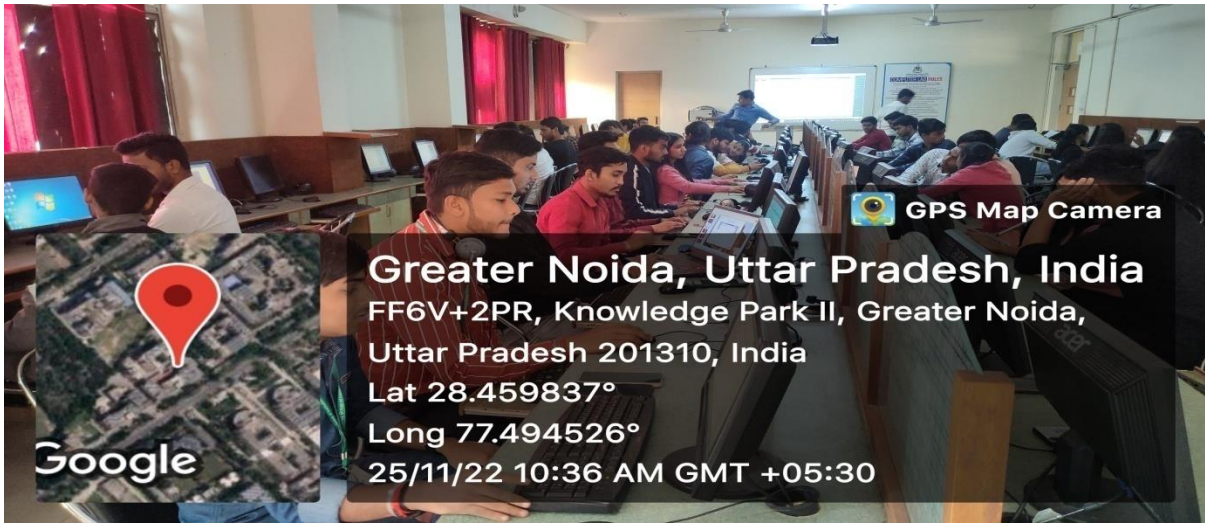|			
	Setting Up GST Rates Updating Stock Items and Stock Groups forGST Compliance		
S 13	Purchase Voucher with GST: Updating GST Number for Suppliers Intra-State Purchase Entry in GST (SGST + CGST) Inter-State Purchase Entry in GST (IGST) GST Purchase Entry for Unregistered Dealer in Tally	2PM – 4PM	10-Jan-2023
S14	Sales Voucher with GST: Updating GST Number for Suppliers Intra-State Sales Entry in GST (SGST + CGST) Inter-State Sales Entry in GST (IGST)	10AM – 12PM	13-Jan-2023
S15	Payroll System: Employee Creation Employee Attendance Register Pay Head Creation Salary Report	10AM – 12PM	17-Jan-2023
S16	Advanced Accounting: Multiple Currencies Activating Interest Calculations	10AM – 12PM	20-Jan-2023
S17	Bank Reconciliation Budgets & Control	2PM – 4PM	24-Jan-2023
S18	Cash/fund flow Fund flow Statement	10AM – 12PM	27-Jan-2023
S19	Display- Trial Balance Day Book Account books	2PM – 4PM	31-Jan-2023
S20	Statement of Accounts Inventory Books Statements of Inventory	10AM – 12PM	3-Feb-2023
S21	Point of Sale (PoS): Features of PoS, Configuring PoS in Tally ERP 9, Entering PoS transactions, Generating PoS reports	2PM – 4PM	7-Feb-2023
S22	Search, Filter and Sorting: Searching and Finding particular entries Sorting with Alias, Numbers and Texts List of Ledgers and Groups	10AM – 12PM	10-Feb-2023
S23	Exception Reports Print Management	2PM – 4PM	14-Feb-2023
S24	Technological Advantages of Tally.ERP9 Tally Vault Security Control Tally Audit Backup and Restore Split Company data Export & Import	10AM – 12PM	17-Feb-2023
Exam for Certification Course in Computer		10AM – 12PM	23-Feb-2023

Glimpses

Students attending the session on computer course
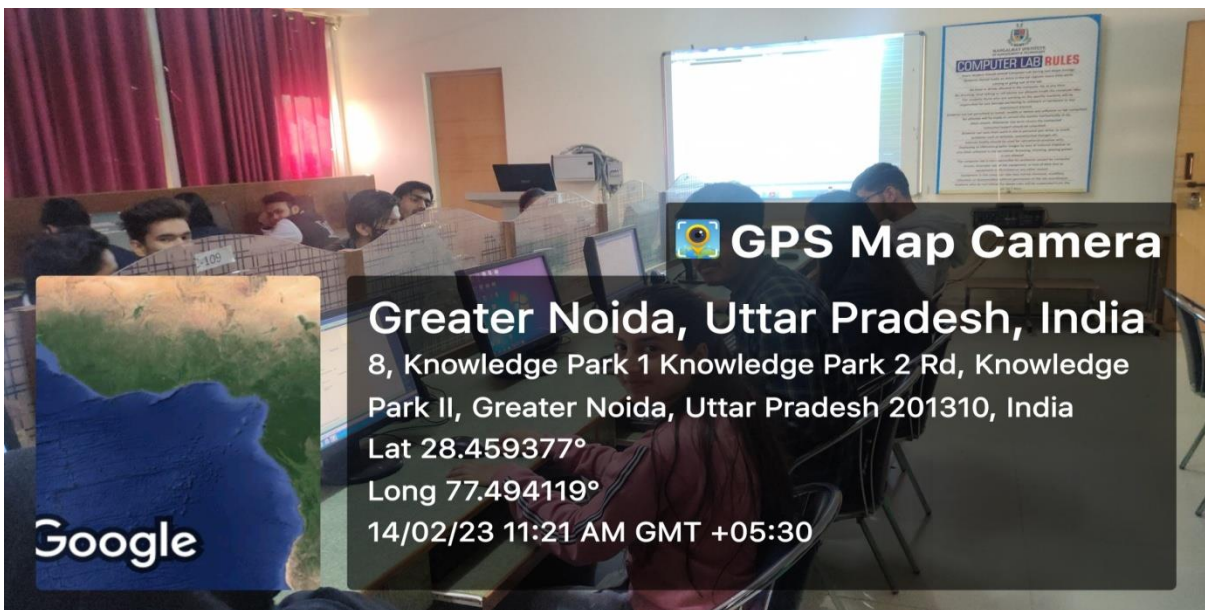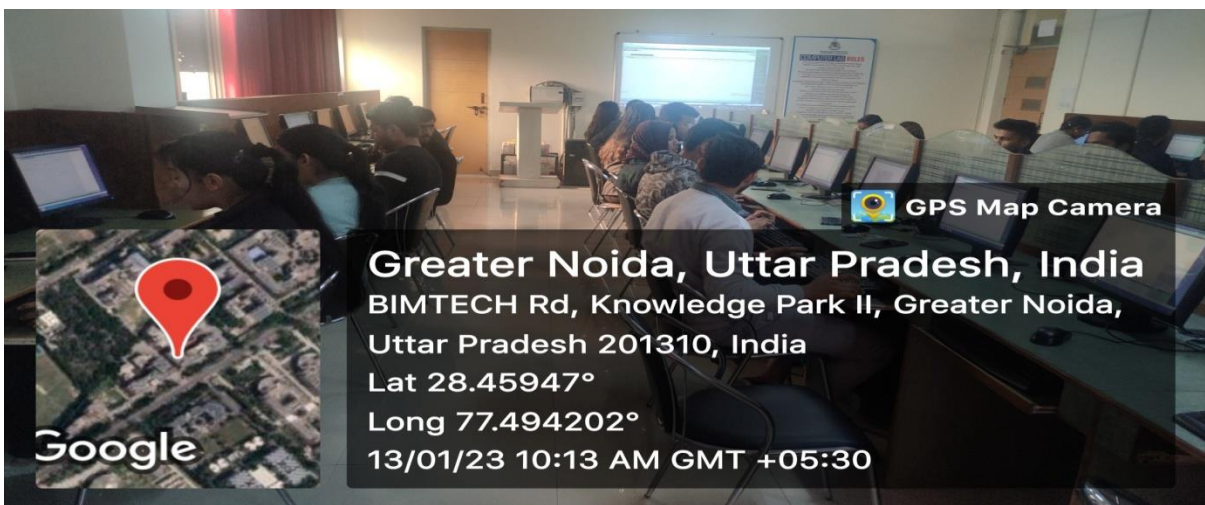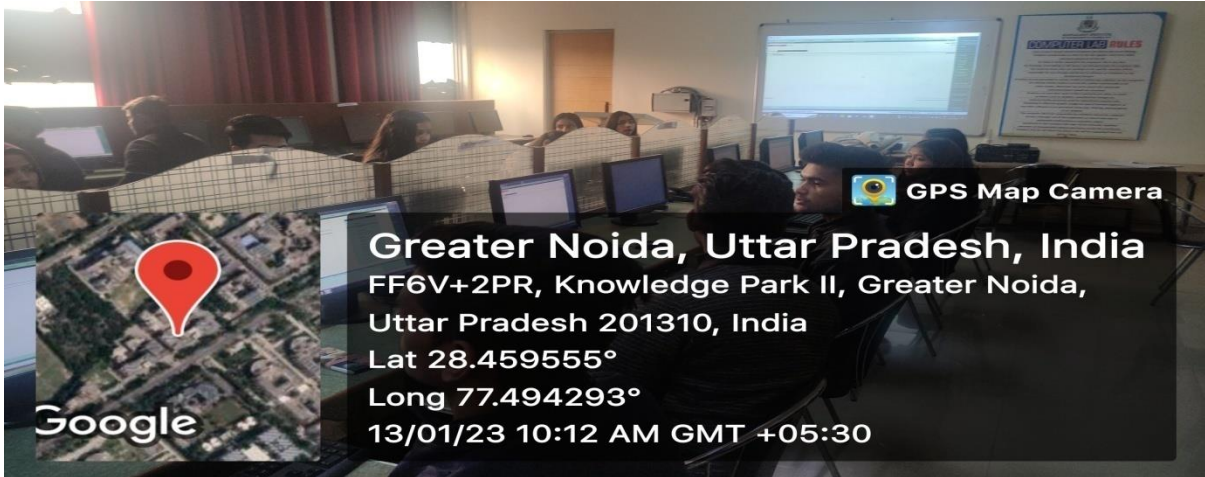

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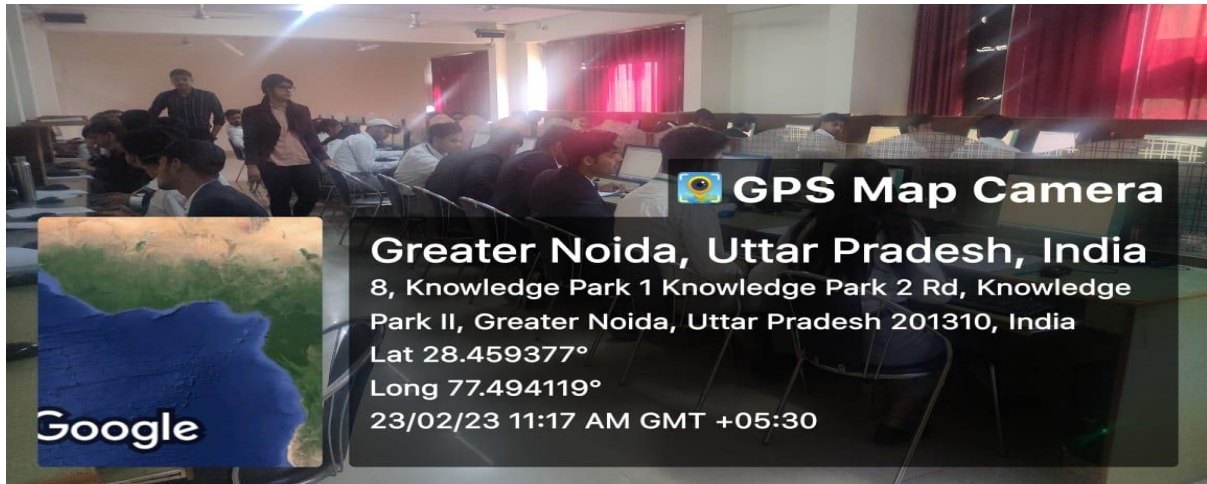
Students attending the session on Tally

Introduction of Tally Software to the students

Greater Noida, Uttar Pradesh, India
FF6V+2PR, Knowledge Park II, Greater Noida, Uttar Pradesh 201310, India
Lat 28.459555°
Long 77.494293°
13/01/23 10:12 AM GMT +05:30

Greater Noida, Uttar Pradesh, India
BIMTECH Rd, Knowledge Park II, Greater Noida, Uttar Pradesh 201310, India
Lat 28.45947°
Long 77.494202°
13/01/23 10:13 AM GMT +05:30

Greater Noida, Uttar Pradesh, India
8, Knowledge Park 1 Knowledge Park 2 Rd, Knowledge Park II, Greater Noida, Uttar Pradesh 201310, India
Lat 28.459377°
Long 77.494119°
14/02/23 11:21 AM GMT +05:30

Students doing Journal Entries/Voucher Entries on their respective personal computers

Ms. NehaDhingra, Faculty, MIMT guiding the students on tally certification course