

Shri Ram College, Muzaffarnagar

Department of Commerce

Notice

We are organizing Training for "Tally and Accounting" for the office staff as per the following schedule:

Date: 04-09-2018 to 05-09-2018

Session Delivery by: CA Dr. Saurabh Mittal


The office staff is required to attend the training session which will of 2 Hours daily. The attendance of the office staff is compulsory.


HOD,

Department of Commerce

Copy to : For kind information

1. Principal, Shri Ram College , Mzn
2. IQAC , Coordinator


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Department of Commerce


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IQAC, Shri Ram College,
Muzaffarnagar


Principal
Shri Ram College
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Shri Ram College, Muzaffarnagar

Report

On

Training for Tally and Accounting

The program was conducted from 04-09-2018 to 05-09-2018. This was a two days training program which was designed especially for office staff. 10 members of office staff attended the program. The objective of the program was to make the office staff more effecting in data entry and analysis. The queries of the office staff related to accounting and tally was also dealt with. The Convener of the program was CA Saurabh Mittal who delivered both two days sessions of the training program. The program was proved to be very useful for the staff and it is decided that the program will be organized in the coming years as well.


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Module: Training for Tally and Accounting


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1. User Interface and Company Management
2. Masters – Ledgers
3. Masters – Groups
4. Masters – Bill wise Debtors and Creditors Ledger
5. Payment Voucher
6. Day Book in Tally
7. Pre-Allocation of Bills
8. Receipt Voucher
9. Contra and Journal Voucher
10. Cheque Printing in Tally ERP
11. Masters : Inventory
12. Goods and Services Tax (GST)
13. Purchase Voucher with GST
14. Sales Voucher with GST
15. GST Returns and Payment
16. Billing Features in Tally
17. Purchase Order Processing
18. Sales Order Processing
19. Debit and Credit Notes
20. Bank Reconciliation in Tally
21. Price List in Tally
22. Credit Limit
23. Stock Transfers
24. Manufacturing Vouchers
25. Batch Wise Details


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26. Re-Order Level in Tally
27. Interest Calculations (Auto Mode)
28. Voucher Types and Class
29. Point of Sales
30. Scenarios and Optional Vouchers
31. Budgets and Controls in Tally
32. Cost Centres and Cost Categories
33. Party Ledger Analysis
34. Purchase and Sales Reporting
35. Stock Analysis and Reports
36. Cash and Bank Reports
37. Search, Filter and Sorting
38. Financial Reports
39. Multi Language
40. Export, Import, Backup and Restore
41. Tax Deducted at Source (TDS) in Tally
42. Payroll Accounting in Tally
43. Finalisation Entries
44. Data Security
45. Tally Audit
46. Data Synchronisation
47. Multi-Currency
48. Printing Reports
49. Miscellaneous
50. Shortcut Keys


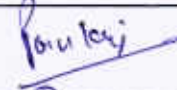

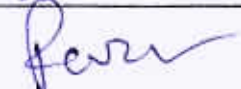

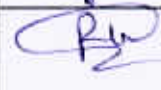

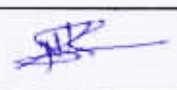


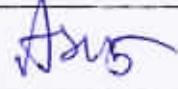
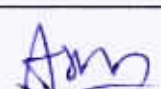
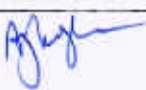
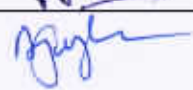
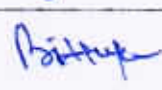
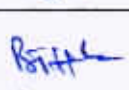





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SHRI RAM COLLEGE, MUZAFFARNAGAR

Tally and Accounting Training

Date 04.09.2018 to 05.09.2018

S.No	Name	4/9/2018	5/9/2018
1	Mr. Pankaj Kumar		
2	Mr. Parvesh Kumar		
3	Mr. Rajendra Tyagi		
4	Mr. Nand Kishor		
5	Mr. Nitin Sangal		
6	Mr. Ashutosh Kumar		
7	Mr. Ajay Kumar		
8	Mr. Bitu Kumar		
9	Mr. Parveen Gautam		
10	Mr. Neeraj Gupta		


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