Shri Ram College , Muzaffarnagar

Department of Commerce

NOTICE

We are organizing Training for "Tally and Accounting" for the Teaching and Non-Teaching as per the following schedule:

Date: 14-02-2020 to 15-02-2020

Session Delivery by: CA Dr. Saurabh Mittal

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

HOD,

Deptt. Of Commerce

Copy to: For kind information

1. Director, Shri Ram College , Mzn

2. IQAC, Coordinator

HOD,

Deptt. Of Commerce

Co-ordinator
IQAC, Shri Ram College,
Muzaffarnagar

Principal
Shri Ram College
Muzaffarnagar

Shri Ram College, Muzaffarnagar

Report

On

Training for Tally and Accounting

The program was conducted from 14-02-2020 to 15-02-2020. This was a two days training program for non-teaching staff. 06 members of non-teaching staff attended the program. This program was designed for interested staff only that was having queries related to the computerized accounting. 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.

HOD,

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Module: Training for Tally and Accounting

Shri Ram College, Muzaffarnagar

COURSE DETAILS

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

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21. Price List in Tally
22. Credit Limit
23. Stock Transfers
24. Manufacturing Vouchers
25. Batch Wise Details
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

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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 14.02.2020 to 15.02.2020

S.No	Name	14/02/2020	15/02/2020
1	Mr. Gajendra Chauhan		
2	Mr. Parvesh Kumar		
3	Mr. Parveen Gautam		
4	Mr. Nand Kishor		
5	Mr. Bitu Kumar		
6	Mr. Neeraj Gupta		

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