



MANGALMAY INSTITUTE OF MANAGEMENT & TECHNOLOGY

(Approved by AICTE, New Delhi & Affiliated to AKTU, Lucknow)

Knowledge Park-II, Greater Noida (U.P.)



MANGALMAY INSTITUTE OF MANAGEMENT & TECHNOLOGY

CERTIFICATION PROGRAM ON

Tally ERP 9

From

Date: 4th June - 15th July, 2022 (30 Hours)

Convener : Dr. Anju Bala, Assistant Professor, MIMT

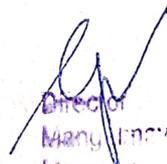
For MBA 2nd Semester

Resource Person

Ms. AYUSHI MANGAL,

Trainer, ALBATROSS

www.mimt.org | Plot No. 8 & 9, Knowledge Park-II, Greater Noida, Delhi-NCR, India


Director
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Dated: 2nd June, 2022

NOTICE

This is to inform all MBA 2nd Sem students of management department that an Add-on Certification Course "Tally ERP 9" is being scheduled from 4th June, 2022– 15th July, 2022. It is mandatory for all the students to attend the activity.

Dr. Anju Bala, Assistant Professor, MIMT will be coordinating the program & will look after the active participation of students.


(HOD-MBA)
MBA
02/06/22


Director
MBA

Annexure:

Syllabus
Schedule

CC to:

IQAC Director
Head
All Faculty members
All Students
Notice Board/Digital Platform/Students' WhatsApp Group
Office File



SYLLABUS

Tally ERP 9

Course Code: MMAC09

Module I

- Tally Introduction: Application of Tally, various versions of Tally
- Accounts Information- Ledgers, Groups

Module II

- Inventory Information- Stock Groups, Stock Items
- Units of Measure
- Accounting Vouchers
- Go down

Module III

- Data Management More than one year company creation, Change Period
- Payroll System
- Discount Management- Cash Discount, Trade Discount, Voucher Types
- Back up, Restore

Module IV

- Display- Trial Balance, Statement of Accounts,
- Inventory Books, Statements of Inventory
- Cash/Fund flow statement
- Payroll Reports
- Exception Reports
- Print Management
- Types of Company- Traders, Processional, Opening Balance with New Company; Other Options

Module V

- Advanced Accounting in Tally ERP 9
- Bill wise details
- Multiple currencies
- Interest Calculations
- Tax Calculations
- Budget and Control
- Scenario Management


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SCHEDULE "Tally ERP 9"

	Contents	Date	Time
	Module I		
1	• Tally Introduction: Application of Tally, various versions of Tally	4th June, 2022	3pm - 4pm
2	• Accounts Information- Ledgers, Groups	7th June, 2022	3pm - 4pm
3	• Practice Session	8th June, 2022	3pm - 4pm
	Module II		
4	• Inventory Information- Stock Groups, Stock Items • Units of Measure	9th June, 2022	3pm - 4pm
5	• Inventory Information		3pm - 4pm
6	• Accounting Vouchers	10th June, 2022	3pm - 4pm
7	• Go down	13th June, 2022	3pm - 4pm
8	• Practice Session	14th June, 2022	3pm - 4pm
	Module III		
9	• Data Management More than one year company creation, Change Period	15th June, 2022	3pm - 4pm
10	• Payroll System	16th June, 2022	3pm - 4pm
11	• Discount Management- Cash Discount, Trade Discount,	17th June, 2022	3pm - 4pm
12	• Voucher Types • Back up, Restore	20th June, 2022	3pm - 4pm
13	• Practice Session	21st June, 2022	3pm - 4pm
	Module IV		
14	• Display- Trial Balance, Statement of Accounts,	22nd June, 2022	3pm - 4pm
15	• Inventory Books, Statements of Inventory	23rd June, 2022	3pm - 4pm

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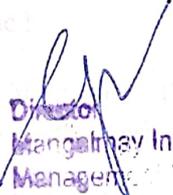


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16	• Cash/Fund flow statement	24th June, 2022	3pm - 4pm
17	• Payroll Reports	27th June, 2022	3pm - 4pm
18	• Exception Reports	28th June, 2022	3pm - 4pm
19	• Print Management	29th June, 2022	3pm - 4pm
20	• Types of Company- Traders, Processional, Opening Balance with New Company; Other Options	30th June, 2022	3pm - 4pm
21	• Practice Session	01st July 2022	3pm - 4pm
	Module V		
22	• Advanced Accounting in Tally ERP 9	04th July, 2022	3pm - 4pm
23	• Advanced Accounting in Tally ERP 9	05th July, 2022	3pm - 4pm
24	• Bill wise details	06th July, 2022	3pm - 4pm
25	• Multiple currencies • Interest Calculations	07th July, 2022	3pm - 4pm
26	• Tax Calculations	08th July, 2022	3pm - 4pm
27	• Scenario Management	11th July, 2022	3pm - 4pm
28	• Budget and Control	12th July, 2022	3pm - 4pm
29	• Practice Session	14th July, 2022	3pm - 4pm
30	• Final Assessment	15th July, 2022	3pm - 4pm


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Report

Name of Activity	Tally ERP 9 (30 Hours)
Date	4 th June – 15 th July, 2022
Venue	Computer Lab, MIMT
Organized by	Department of Management, MIMT
Beneficiaries	MBA 2 nd Sem Students (189 students) (I & II Sessions)
Resource Person	Ms. Ayushi Mangal, Trainer, ALBATROSS
Activity In-charge	Dr. Anju Bala, Assistant Professor, MIMT
Objectives	This certification has following objectives: 1. The students are introduced to computerized accounting environment. 2. Knowledge of Tally, computerized accounting software is imparted to the students. 3. To train the students in preparations of final accounts and other financial statements in Tally.
Content	<p>Mangalmay Institute of Management and Technology, Greater Noida organized an activity on “Tally Certification Course”. The activity started with the explanation by the resource person about the relevance & importance of tally software. Tally is an accounting software that is very much useful in making calculations in small and mid-level businesses.</p> <p>Day 1: In this session, the expert explained the Tally’s accounting features and its uses in recording business transactions instantly and easily. He further discussed how user can record transactions necessary for the business by creating and maintaining vouchers, masters and generating reports. The resource person discussed practical aspects of Tally & its applications.</p> <p>Day 2: The session was on accounting information. In which, ledger was discussed.</p> <p>Day 2: In this session, the resource person discussed how to create ledger and maintain various ledgers in the Tally.</p> <p>Day 3: The day third was practical session.</p> <p>Day 4&5: In these sessions, the resource person explained the management of inventory in Tally and unit of measure.</p> <p>Day 6: The expert discussed creating different accounting vouchers,</p>

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their management and editing of accounting vouchers.

Day 7: The session was on Go down management in Tally. In this session, the resource person discussed and demonstrate in hands-on sessions the management of inventory in single or multiple Go down in Tally software.

Day 8: The session was practice session of Module 2.

Day 9: In this session, the resource person discussed data management of one or more company in same platform.

Day 10: In this session the expert discussed the topics and problems related to payroll system.

Day 11: In this session, the resource person discussed the discount management in Tally.

Day 12: In this session, the expert discussed the various vouchers types. In addition, various features were also discussed in the session in which students learned the ways to back up and restore the lost data in tally.

Day 13: The session was practice session of Module 3.

Day 14: In this session, the students learned about the creating trial balance, and statement of accounts books in Tally.

Day 15: The expert demonstrated the way to maintain inventory books in this session.

Day 16: In this session, the students learn about creating and maintaining cash flow statement and fund flow statement.

Day 17: In this session, the resource person discussed some misc. reports such as payroll reports and exception reports.

Day 18: In this session, the resource person discussed the exception reports.

Day 19: The session was related to print management in Tally.

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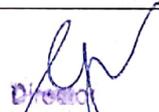


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	<p>Day 20: In this session, the resource person discussed about creating accounts for traders, professionals, opening balance of new company. etc. For practice, resource person provide data to students for practice.</p> <p>Day 21: The session was practice session of Module 4.</p> <p>Day 22&23: In these sessions, the resource person discussed various aspects of Advanced Accounting in Tally. Students did practice using data provided by expert in this session.</p> <p>Day 24: In this session, the expert discussed the bill wise record keeping and maintaining with students.</p> <p>Day 25: In this session, the expert discussed multiple currencies, and calculations related to interest.</p> <p>Day 26: In this session, the resource person discussed the concept of tax calculation in Tally.</p> <p>Day 27. The session was on scenario management. He also discussed how user can manage transactions and accounts of parties from different locations of the world.</p> <p>Day 28: In the last session, the resource person discussed procedure of creating budgeting in Tally software. He further explained how user can track the deviations in the business transactions maintained in the reports in Tally.</p> <p>Day 29: The session was practice session of Module 5.</p> <p>Day 30: The last day of the certification was assessment day. Test was conducted and assessment was made.</p> <p>This session was ended with vote of thanks by Dr. Anju Bala, Faculty, MIMT.</p>
Outcome of Activity	<p>The students were able to work on Tally software. They were now familiar with the features and working of Tally. The certification will expand skill set that will help students to unlock employment opportunities in the future.</p>


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LIST OF BENEFICIARIES

S. No.	Name
1	AAKASH JAIN
2	AARTI DUA
3	ABHAY KUMAR RAY
4	ABHISHEK BHARDWAJ
5	ABHISHEK KUMAR SINGH
6	ABHISHEK NAGAR
7	ABHISHEK SINGH
8	ABHISHEK VASHISTHA
9	ADITYA KUMAR MAURYA
10	ADITYA SINGH
11	ADITYA VARDHAN
12	AFZAL
13	AKASH CHAUHAN
14	AKSHAY DUBEY
15	ALKA KUMARI
16	AMAN KUMAR DUBEY
17	AMAN RAJPUT
18	AMAN SHAH DEO
19	AMAN TRIPATHI
20	AMISHA
21	AMIT
22	AMIT KUMAR SINGH
23	AMIT KUMAR VERMA
24	ANAND KUMAR MISHRA
25	ANAND PATHAK
26	ANANT RAJ SINGH
27	ANCHAL SHARMA
28	ANIL KUMAR MAURYA
29	ANJALI SINGH
30	ANKIT
31	ANKIT BANSAL
32	ANKIT HANDOO
33	ANKIT KUMAR
34	ANKIT KUMAR DUBEY

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36	ANUJ SHARMA
37	APOORV KUMAR
38	ARADHANA KUMARI
39	ARCHI KATIYAR
40	ARPITA SAHA
41	ARVAZ ALI
42	ASHISH BHATI
43	ASHMIT SHARMA
44	ASHU CHOUDHARY
45	ASHUTOSH KUMAR SINGH
46	ASHUTOSH MISHRA
47	ASHUTOSH SINGH
48	AYUSH DEV
49	BABLU KUSHWAHA
50	BABUL KUMAR SINGH
51	BANDANA KUMARI
52	BHASKAR BHARDWAJ
53	BHAVISHYA CHAUHAN
54	BHAWNA SHANDIL
55	BHOOPENDRA KUMAR
56	CHANCHAL GAUTAM
57	CHIRAG GOYAL
58	CHITTRANSH SINGH
59	DEEPALI THAKUR
60	DEEPIKA RUNGTA
61	DHARMENDRA CHAUDHARY
62	DIPANSHU
63	DIVYA PRAKASH SINGH
64	DIVYANSHI KESHRI
65	DIVYYANSHI MISHRA
66	DRISHTI SHARMA
67	FIZA AALIA KHAN
68	GANPATI SAHAY
69	GAURAV JAIN
70	GAURAV KUMAR BHARDWAJ
71	GAURAV NEGI

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73	HARSH BHATI
74	HIMANSHU
75	HIMANSHU BHATI
76	HIMANSHU KUMAR SINGH
77	HRITIK UPADHYAY
78	JAMSHED SIDDIQUE
79	JIBRAN ALEEM
80	JYOTI GAUR
81	JYOTI SHREE
82	KAJAL SINGH
83	KAMAL
84	KANIKA JAWARIYA
85	KANISHK BHARDWAJ
86	KM MANSI
87	KM. DEEPA SRIVASTAVA
88	KRITIKA SINGH RANA
89	KSHAMA PANDEY
90	LADLI RAAJ
91	MAMTA YADAV
92	MANISHA MASSEY
93	MANISHA SINGH
94	MANVENDRA SINGH
95	MD SHAHID KHAN
96	MEENAKSHI SHARMA
97	MOHAMMED HOZAIFA
98	MOHD ADIL
99	MUSKAN NOGARIYA
100	NANDINI MISHRA
101	NEETU GUPTA
102	NEHA KUMARI
103	NEHA RAGHAV
104	NEWTON DEBBARMA
105	NIKHIL SINGH
106	NIKHIL TONGER
107	NITESH KUMAR TIWARI
108	NITU TIWARI


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109	OSAMA BIN ASLAM
110	PANKAJ KUMAR SINGH
111	PAROMITA KALITA
112	PIYUSH KUMAR
113	POONAM YADAV
114	PRACHI SACHAN
115	PRAMOD MALLICK
116	PRETUSH
117	PRIYANKA TIWARI
118	RAHUL KUMAR
119	RAHUL SHARMA
120	RAM SAGAR DWIVEDI
121	RICHA SHARMA
122	RISHABH THAKUR
123	RITIK KUMAR
124	RITUJA KUMARI
125	RIYA MALIK
126	ROHAN CHAUHAN
127	ROHAN PARASAR
128	RUCHI BARNWAL
129	RUCHI CHAUBEY
130	SACHIN KUMAR
131	SACHIN RAGHAV
132	SACHIN RAJPUT
133	SACHIN SHARMA
134	SAIRA HASSAN
135	SANDEEPTI RAUTELA
136	SANJEEV KUMAR
137	SANJEEV SINGH
138	SANTOSH KUMAR MOHANTY
139	SATYANK RAI
140	SAURABH SINGH
141	SHALINI SHARMA
142	SHASHVAT SINGH
143	SHIKHAR MISHRA
144	SHIVAM SHARMA
145	SHIVAM SONI

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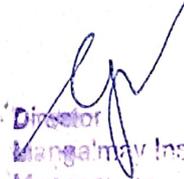


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147	SHIVAM TRIPATHI
148	SHIVANGI RANJAN
149	SHRADHA TANWAR
150	SHRI KRISHNA GAUTAM
151	SIMMI TOMAR
152	SNEHA NARANG
153	SNEHA SHRIVASTAVA
154	SNEHA SINGH
155	SOMANSH GAUTAM
156	SONALI RAI
157	SONAM SHARMA
158	SONU KUMAR
159	SRISHTI
160	SUDHANSHU SINGH
161	SUMIT TIWARI
162	SUNIDHI SINGH
163	SURAJ
164	SURAJ GURUNG
165	SUSHANT SINGH
166	SWASTIKA SINGH
167	SWATI PAL
168	SWATI TEOTIA
169	SWETA KUMARI
170	SWETA KUMARI
171	TANYA PAUL
172	TANYA VERMA
173	UTKARSH BHATNAGAR
174	UTKARSH SINGH
175	UZAIR BEG
176	VAIBHAV KUMAR MISHRA
177	VAISHALI GUPTA
178	VANSH JAIN
179	VANSHITA SAXENA
180	VARSHA SINHA
181	VIKAS KUMAR
182	VIKASH KUMAR


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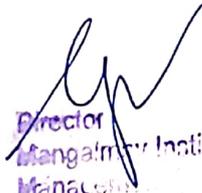


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183	VIKKY ANAND
184	VINI RUSIA
185	YASHASVI NETRA
186	YASHI GUPTA
187	YASHVI SHARMA
188	YOGESH
189	YUKTI RAWAT


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CERTIFICATE

Certified that Mr./Ms. _____ AAKASH JAIN _____ of
MBA Program (Batch 2021-23) of Mangalmai Institute of Management & Technology, Greater Noida
has successfully completed 30 Hours Add-On Certification Program on TALLY ERP 9
conducted from 04th Jun, 2022 to 15th Jul, 2022.

Prof. (Dr.) Hitesh Kumar
DIRECTOR
Mangalmai Institute of
Management & Technology

Dr. Anju Bala
CONVENER
Mangalmai Institute of
Management & Technology

Director
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