



**Event** : **Workshop & Training on Tally ERP**  
**Company** : The Institute of Professional Accountants  
**Resource Person** : Mr. Sanjeev Malik, Director, TIPA, Delhi  
**Schedule** :

Date	Time	Topic
04.09.2011	10.00 AM- 3.00 PM	Objective & importance of Tally ERP-9 Software, Company Info Menu, Various types of accounting entries
05.09.2011	10.00 AM- 3.00 PM	Loading a company (Select company, Generating Company name etc)
11.09.2011	10.00 AM- 3.00 PM	Group & Ledger, Taxation
12.09.2011	10.00 AM- 3.00 PM	Inventory Voucher, Cost centre, Godown Creation

**Venue** : BBA Lab, PG Building, Tecnia Institute of Advanced Studies  
**Program** : BBA-III Year  
**No. of Students** : 75



Mr. Sanjeev Malik An Industry Expert Demonstrating on Tally-ERP

### Objectives:

- 1) To educate the students about the usefulness/importance of Tally ERP-9 software for simplifying the accounting methods & procedures.
- 2) To train the students to create/load the company, group, security control, back-up etc.
- 3) To make the students proficient towards creating the accounting records and extract the financial statements and other statements related to inventory management, depreciation accounting and VAT procedure and records.
- 4) To impart practical training on this software so that the students could apply its various aspect in their day to day business/professional activities.

Program Coordinator

Faculty Coordinator

Director



## Company Profile:

Accounts professionals having expertise in Computerized Accounting course, Taxation, Banking, Payroll Accounting, Excise, VAT, Service Tax and company law are in great demand. IPA started its operations as a Computerized Accounts Training & Placement Program and Taxation Training center. Due to demand and popularity of such training, it has developed various training courses. IPA is one the oldest Accounting Institute in Delhi and is one of the favorite Institute of Accountants because experienced Accountants also upgrade their skills. IPA provides Tally Course is one of the oldest and best Tally Academy in Delhi offering Tally Accounting Course. IPA offers training in software like:- latest version of Tally ERP , Busy Accounting and Inventory Software, Small Business Accounting software, Taxmann Software, Visual Payroll Accounting Software, Quick Books Accounting Software, Sage Peach Tree Accounting Software and Financial Software, SAP Accounting Software to both fresher and experienced candidates. IPA has become the best Accounting Courses Institute in Delhi having more than two decades of experience.

IPA has also started offering SAP training in Delhi covering FICO module for working professionals. IPA imparts in-depth practical knowledge of Accounting Training by using latest Computerized Accounts Training Techniques to students in the field of Accounts, Finance, and Banking & Taxation and is one of the Best Tally Training Institute in Delhi India offering Short Term Accounting Courses. This institute imparts in-depth practical knowledge of accounting, banking, finance, taxation and thus enables a student to work independently.

To become Institute of Professional Accountancy Institute, IPA has created various modules in Practical Accountancy, IPA has been awarded Times Award as Best Institute of Computer Accounting for three consecutive years, the one year Diploma is best course to become Professional Accountant, IPA is an accounts institute that provides training and placement together.

IPA is very popular with its PG Diploma in Accounts Banking Finance Taxation & Payroll course in Delhi and has placed thousands of its trained students with various national and multinational companies. The Institute has developed Banking & Finance module to cover banking industry.

IPA also offers six months Basic Short Term certificate Course after 12th using Tally new version and Tally latest s Tally ERP Training Course and basic computer course in Delhi for beginners. However to become a complete Tally Certified Professional Accountant students should join one year Diploma Course. The Institute of Professional Accountant is an Authorised Institute Tally Academy of Certified Professional Accountants which offers one year Certified Accounting Diploma Course, which makes IPA as Best Certified Accounting Training Institute in Delhi.

## Trainer's profile:



**Mr. Sanjeev Malik explaining the entry practically to the students**

Mr. Sanjeev Malik is a CA by profession having experience of more than 24 years in almost every facet of the accounting profession and areas relating to Audit, Company Law, Taxation, Banking and along with Accounting Taxation and payroll software like:- Tally, Busy, Taxmann, Webtel, Quickbooks, etc. He has an in-depth knowledge of the trends and practices in the Banking Industry. He further has an extensive exposure to the Indian Accounting and Auditing Standards.

Program Coordinator

Faculty Coordinator

Director



He has participated and conducted a number of corporate training programmes held in companies and educational institutes. He has on record a number of significant academic and research efforts. He has attended and participated in a number of short-term courses and programmes organized by reputed Institutions and, have been associated with large number of educational institutions, professional bodies, government and semi- government departments, and, business houses in public and private sector as guest faculty cum senior corporate trainer. He has been working as a Director at IPA (The Institute of Professional Accountants). He has in-depth knowledge of Tally software which he shares with the students who are pursuing MBA, BBA, CA, CS and ICWA.



## SESSIONS REPORT

### Session One : Introduction to Tally ERP-9

The trainer, Mr. Sanjeev Malik from TIPPA, introduced the objectives, importance & features of the Tally ERP-9 software. After introduction, Mr. Sanjeev Malik started with the company information initially. Following concepts were discussed during the session:

1. Selecting the company/group
2. Creating & shutting the company/group
3. Alter company
5. Security control
6. Change tally vault
7. Split company data
8. Back up & Restore
9. Feature related to Tally audit

He also discussed the concept of loading the company i.e. company name, financial year with the help of example.

### Session Two : Accounts and Voucher information

This session was mainly based on various types of accounting information/entries etc. A detailed discussion was held on the accounting information. He further discussed about the configuration which focused on:

1. Numeric symbols
3. Voucher entry
7. Advanced configuration
9. Inventory features
4. Invoice / orders entry
8. Accounting features
6. Data configuration

Program Coordinator

Faculty Coordinator

Director



He explained these concepts with the help of examples at each & every stages. Individual student were provided with the separate systems to practice the various concepts.



**Lab Session for Tally-ERP training**

### **Session Three : Groups, Ledgers and Taxation**

This session was mainly based on various types of accounting information/entries etc. A detailed discussion was held on the accounting information as to what are groups and ledgers. Students were taught the difference between the groups and ledgers, how these ledgers and groups are created. They were made to practice the various entries for a particular company, the maintenance of groups and ledgers.

Participants were also imparted knowledge of the area related to taxation.

Tax deducted at source is one of the methods of collection of Income Tax by government; the payer deducts tax from payee and deposits it with income tax department. Tax collected at source by seller from the buyer, on some specified goods. Seller charges tax from the buyer and tax is deposited with tax authorities. Service tax is indirect tax on service rendered by the company, tax is paid by buyer of service, and the service provider collects service tax from buyer. Service tax is paid after claiming the benefit of input service tax.

1. Stock groups
2. Stock categories – helps to classify different items of similar behavior and acts as an important tool for classification of different items.
3. Stock items – means those items in which any company is dealing for trading or manufacturing purpose.
4. Excise of dealers
5. Service tax, TDS, VAT & Payroll

### **Session four: Cost Centers, Inventory Voucher and Godown Creation**

After revision of the inventory information related to the stock items and units of measurement, the training was imparted on the creation of different cost centers. Cost centre is a part of organization to which the financial



transactions (revenue nature) can be allocated. It gives another dimension to get analysis of accounts for the management information system.

For any business organization godown plays important role in determining the locations of stock in the form of raw material or finished goods, with the help of godown one can obtain movement of each stock located in each godown and also reports on movement of items from one godown to another godown. Mr. Sanjeev Malik conducted the impressive session regarding the godown creation, maintenance of godown creation accounts which is essential concept for manufacturing units. Further, he also taught the students to pass the advance entries which are specific to particularly the manufacturing units.

It included:

1. Creating cost centre
2. Altering cost centre
3. Deleting cost centre
4. Godown Creation



Tally-ERP Practical Implementation with Lab-Session by the Trainers

## LEARNING OUTCOME:

Tecnia Institute of Advanced Studies organized six sessions on Tally ERP for its students of BBA Final Year both shift. In BBA Lab, PG Building, TIAS, Rohini, Delhi. The workshop was conducted by Mr. Sanjeev Malik, Senior Chartered Accountant and Director of TIPA. Session started with the introduction of Tally ERP-9 with its importance & features. Participants got practical exposure of this software while solving examples with the help of trainer, Mr. Malik. At the end of the programme, students were found confident towards using Tally ERP-9 software while solving practical problems. They were found trained in creating/selecting any company/group creating. Various concepts pertaining to formation of company & creation of different accounts under Tally ERP-9 was discussed in detail. A detailed lecture on accounts and voucher entries were discussed along with practice session on individual basis. Trainer made the students to create groups and ledgers. It was a good learning session for the students. Concepts of cost centre was discussed also in details. The students were provided with the knowledge about the

Program Coordinator

Faculty Coordinator

Director



# TECNIA INSTITUTE OF ADVANCED STUDIES

Approved by AICTE, Ministry of HRD, Govt. of India Affiliated To Guru Gobind Singh Indraprastha University, Delhi  
INSTITUTIONAL AREA, MADHUBAN CHOWK, ROHINI, DELHI- 110085



financial transactions involved in cost centre. In session five, the area covered was related to taxation, which comprised of TDS, VAT. Session sixth dealt with another very important concept - godown creation. Godown forming, an important part of the organization, requires to be maintained systematically. Entire workshop on Tally ERP was very informative, interactive and knowledgeable. Every student was provided with separate personal computer system to practice the various concepts related to the company information, accounting entries and vouchers etc. in synchronous mode.

\*\*\*\*\*

\*\*\*

\*

Program Coordinator

Faculty Coordinator

Director

Institute is rated as "A" Category Best Business School by latest AIMA - Business Standard & Business India Publications Surveys & included in Top 100 B – Schools & IT -Schools by Dalal Street Investment Journal