

SRI GURU GOBIND SINGH COLLEGE OF COMMERCE

FACULTY DEVELOPMENT PROGRAMME

ON

E- ACCOUNTING USING TALLY ERP.9

21st-27th April 2016

ABOUT THE COLLEGE

Sri Guru Gobind Singh College of Commerce (SGGSCC), founded in 1984, is a premier commerce college of the University of Delhi. Over the years, the college has been centre of learning combining scientific studies with ethical orientation. The College strongly believes in holistic development of the students to make them successful in academics as well as in other fields of life. It continually strives to inculcate the spirit of scientific temper in the young minds as a matter of routine through the classroom teaching and beyond by conducting seminars/conferences/ workshops/interactive sessions and activities of various societies/clubs of the college and undertaking research projects. The college also publishes its annual refereed journal "Journal of Business Thought" to encourage research culture among the academic fraternity.

PROGRAMME OVERVIEW

Keeping in view the growing importance of computer applications in financial accounting, the University has introduced Tally as a part of the syllabus for B.Com (Hons), B.Com (Programme), B.A. (Hons), Business Economics and BMS courses. It has now become essential for the teachers to equip themselves with the knowledge of Tally ERP9. As a part of this endeavour, a Faculty Development Programme is being organised by Sri Guru Gobind Singh College of Commerce, University of Delhi in association with Tally Education Private Limited.

The seven days FDP will focus on imparting detailed coverage of the software to the teachers. It will provide first-hand knowledge on the procedure of analysing, recording and reporting of financial transaction in Tally ERP 9. This will empower the faculty with the knowledge of new applications and techniques for teaching the students in this regard. It will also help in enhancing API score of participant teachers by 10 points.

RESOURCE PERSONS

The Programme will be conducted by the experts from Tally Education Private Limited.

SESSION PLAN

Session 1	9:30 am -11:30 am
Tea	11:30 am-11:45am
Session 2	11:45 am-1:45pm
Lunch	1:45 pm - 2:30pm
Session 3	2:30 pm - 4:30pm

CONTENT OVERVIEW

- DAY 1: Introduction of Tally, Creation of Company, Introduction Of Predefine Accounting Groups, Creation & Alteration Of Ledgers, How to Prepare Accounting Voucher Like Contra, Payment, Receipt, Journal, Purchase & Sales Voucher, Financial Report Generation like Profit & loss, balance sheet, Trial Balance, Day Book, Ledger book, cash book & bank book, Cost Centre& Reports, Banking (Bank reconciliation, Cheque Printing, Etc.)
- DAY 2:Creation Of Inventory Master (Stock Item, Stock Groups, Unit Of Measurement) Process For Booking Of Purchase & Sale With Inventory Detail, Recording Of Purchase & Sales Return, Order Processing (Sales Order& Purchase Order) & Report, GRN & DC with Report (Goods Receipt & Delivery Challan) Rejection Of Goods Against Tracking Number.
- DAY 3: VAT& CST Module (booking of purchase invoice, creation of retail & Tax invoice, VAT computation, Return form DVAT-16, form 2A 2B etc. Godown Creation & Management Through Stock Journal, Recording Of Transaction For Manufacturing Process (BoM)Batch Wise Detail For Stock Item & report, Stock Category & report and Price Level (Price List).
- DAY 4: Multi-Currency& Report, Interest Calculation with Advance, Parameters and Budget & Control& Report.
- DAY 5: TDS& Reports and Service Tax& Reports.
- DAY 6: Ratio Analysis, Advance Report Generation and Revision Q & A.

WHO SHOULD ATTEND?

Faculty Members specially teaching Financial Accounting to B.Com(Hons), B.Com(Programme), B.A. (Hons) Business Economics and BMS first year.

PARTICIPATION FEES

The registration fee for theFDP is 4000INR (non- refundable). This includes lunch and tea with snacks, kits and the study material. It does not include breakfast, accommodation and travel charges.

Participants can send the completed registration form along with a Demand Draft in favour of “Principal, SGGSCC” or can pay online to SGGSCC, PSB A/c No: 089410000105001 IFSC Code PSIB 0000894.

REGISTRATION

Only limited seats are available. Registration shall be made on ‘first come first serve’ basis. The confirmation of participation should reach us at fdp.sggsc@gmail.com latest by 20th March, 2016.

CERTIFICATE OF PARTICIPATION

The participants will be issued a ‘Certificate of Participation’ at the conclusion of the programme.

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REGISTRATION FORM

1. Name:

2. Institution:

3. Department:

4. Designation:

5. Contact No.:

6. Email id.

