



Schedule of Tally.ERP9 training program for Head of Institutions

Venue	Day	Date & Time
1. Model Finishing School, Thiruvananthapuram	Day-1	06-12-2012 from 9:00 AM to 5:30 PM
	Day-2	07-12-2012 from 8:00 AM to 4:30 PM
2. College of Applied Science, Kozhikode	Day-1	18-12-2012 from 9:00 AM to 5:30 PM
	Day-2	19-12-2012 from 8:00 AM to 4:30 PM
3. Model Finishing School, Eranakulam	Day-1	21-12-2012 from 9:00 AM to 5:30 PM
	Day-2	22-12-2012 from 8:00 AM to 4:30 PM

Day-1 Session	Topic
9:00 am to 9:30 am	Registration of Participants
9:30 am to 9:45 am	Inauguration of Training programme
9:45 am to 11:00 am	Session 1 – Accounting Principles, Introduction to Tally.ERP9, Ledger Creation/Modification/OB
11:00 am to 11:10 am	Tea break
11:10 am to 12:30 pm	Session 2 – Voucher Types, Voucher Configuration, Data Configuration
12:30 pm to 1:00 pm	Lunch break
1:00 pm to 2:30 pm	Session 3 – Voucher Entry, Voucher Modification,
2:30 pm to 3:40 pm	Session 4 – Approved Ledger heads, Groups, Password Policy
3:40 pm to 3:50 pm	Tea break
3:50 pm to 5:30 pm	Session 4 – Voucher Entry /OB entry/Reports on Pre-Defined IHRD Ledger Heads

Day-2 Session	Topic
8:00 am to 9:30 am	Session 5 – Daybook, Cashbook, Ledgers
9:30 am to 10:50 am	Session 6 – Bank reconciliation, Cash Deposit Slips, Cheque Deposit Slips, Preparing R&P, I&E statements, Balance Sheet
10:50 am to 11:00 am	Tea break
11:00 am to 12:30 pm	Session 7 – Printing reports, send reports by email Backup/Restore of Data, transfer of data & Monthly Reports online.
12:30 pm to 1:00 pm	Lunch break
1:00 pm to 2:40 pm	Session 8 – Accrual method of accounting, Bill Wise Outstanding & Settlement Legal Issues-TDS, VAT, Service Tax etc. Challans & E-filing.
2:40 pm to 2:50 pm	Tea break
2:50 pm to 4:00 pm	Session 9 – Interactive session, Feedback
4:00 pm to 4:30 pm	Valedictory function.

Note: The participants from remote Institutions shall consider and prepare to stay near Venue on Day-1 to attend late session on Day-1 & early session on Day-2.

Sd/-
Special Officer(IT)