



ST FRANCIS DE SALES COLLEGE

Permanently Affiliated to Bangalore University || AICTE Approved Electronic City, Bengaluru - 100

Accredited by NAAC with 'A' Grade || Recognised under section 2(f) & 12(b) of the UGC Act || An ISO 9001: 2015 Certified Institution

A FRANSALIAN INSTITUTE OF HIGHER LEARNING

Skill development- ICT

Title	Emerging Packages
Date of Event(s)	30 th Jan 2021
Department / Association	Cyber Spirits
Venue	Computer Lab 2
Number of Participants	52
Target Audience	45

Resource Person(s) with qualification	Prof. Rakshita and Prof. Ramandeep Kaur
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A workshop on Tally by Prof. Rakshita and Prof. Ramandeep Kaur Department of Management was organized for the student of class 2nd year BCA on 30/01/2021(Saturday).

Most of the features of Tally, was explained within 4 hours of duration. The resource team could grab the attention of each student and made it remarkably interesting.

Introduction to accounting and golden rules were explained first. Theoretically explained about Tally, and then practically students had hands on session system with their guidance.

All the necessary precautions as per the SOP released by government with regard to Pandemic were followed.

Contents

1. Basic tally features.
2. Configuration
3. Creating a company trading and non trading
4. Creating groups, ledgers
5. Creating various vouchers
 - i. Purchase voucher
 - ii. Sales voucher
 - iii. Receipt voucher

- iv. Contra voucher
- v. Payment voucher
- vi. Debit note
- vii. Credit note
- 6. Journal entries display cashbook
- 7. Trial balance
- 8. Balance sheet
- 9. Trading and profit and loss account.

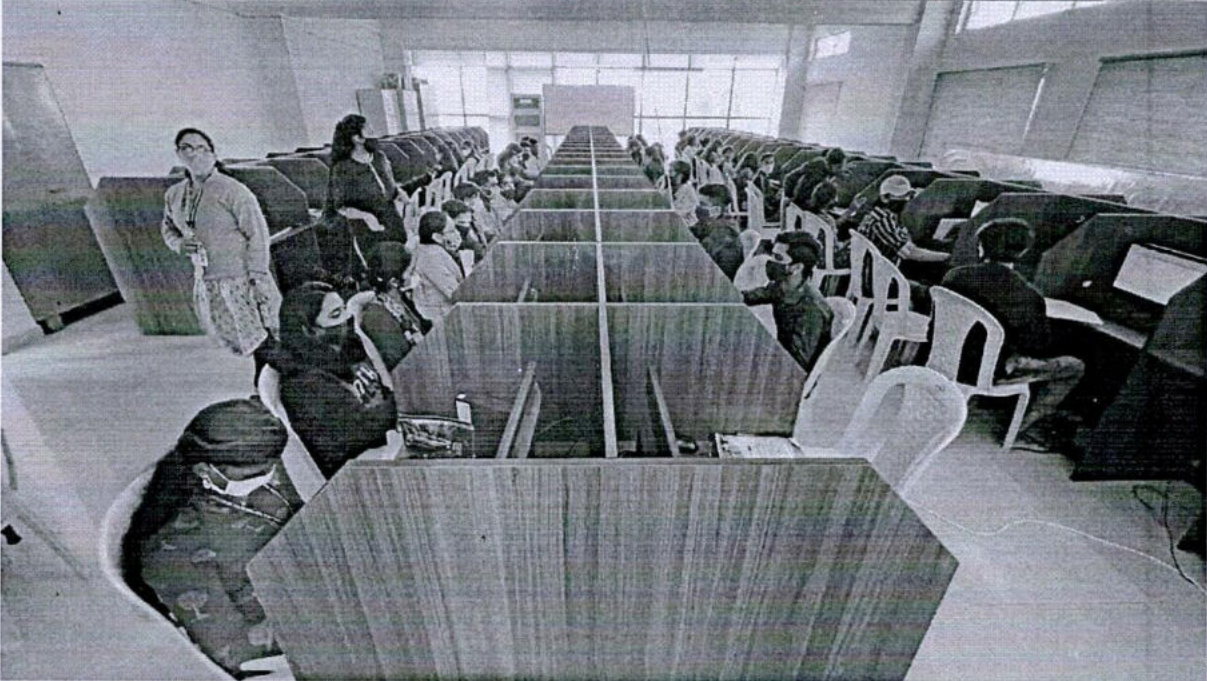
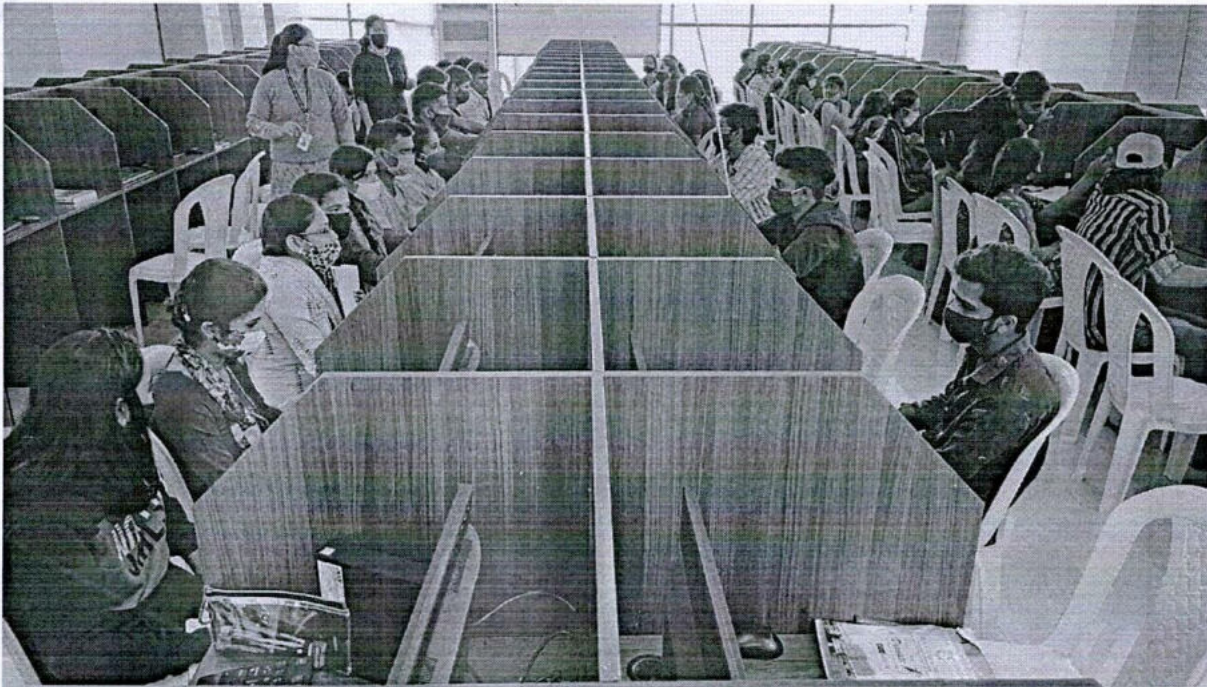


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