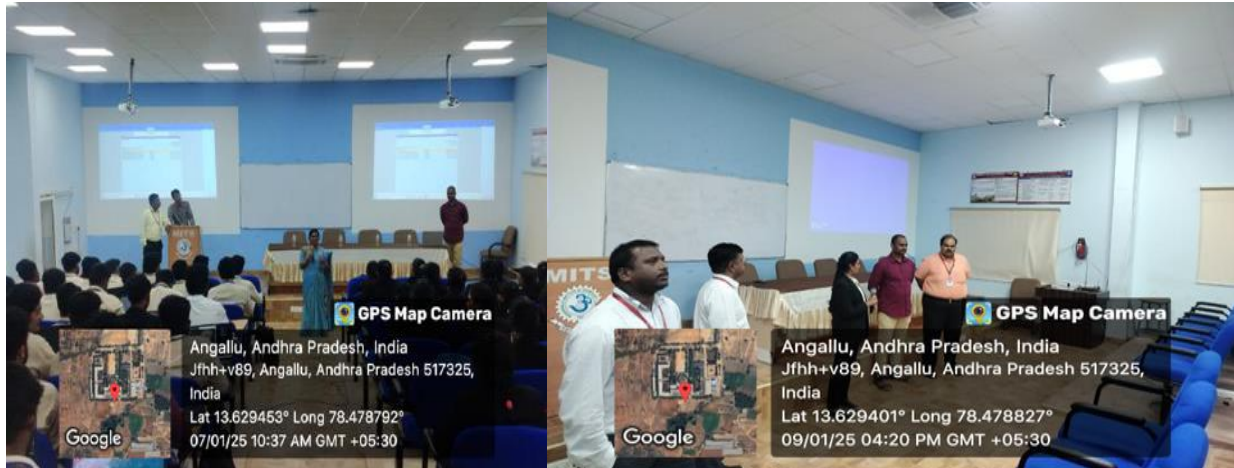


A Report on Three-day Training Programme on "Tally" Organised by Department of Management Studies from 07.01.2025 to 09.01.2025



Report Submitted by: Dr. K. Venkateswarlu, Assistant Professor, Department of Management Studies.

Resource Person Details: Mr. Shiva Naga Durga Prasad, Infra Pvt. Ltd, Hyderabad.

Participants: II MBA Students

Mode of Conduct: Offline

Report Received on 03.02.2025.

Tally training is essential for anyone looking to manage financial records efficiently and accurately. It simplifies complex accounting tasks such as bookkeeping, inventory management, taxation, and financial reporting, making business operations smoother. By mastering Tally, individuals can save time, reduce errors, and make informed financial decisions, which are crucial for business growth and compliance with financial regulations. In this context Department of Management Studies has successfully conducted 3-day hands-on training programme on Tally for II MBA finance students from 07.01.2025 to 09.01.2025.

The primary objective of the 3-day hands-on training programme on Tally was to provide participants with a practical and in-depth understanding of the Tally software, which is one of the most widely used accounting tools globally. The aim was to familiarize the participants with Tally's functionalities, ensuring they gain proficiency in managing financial data, handling accounting tasks, inventory management, and understanding the integration of GST in the software. The programme aimed to help participants bridge the gap between theoretical knowledge and its practical application in real-world scenarios. In Opening remarks, Dr. K. V. Geetha Devi, HOD – MBA, appreciated everyone for conducting the Tally training programme. She mentioned that Learning Tally Practically will enable the students to improve employability skills also.

Day 1: Introduction to Tally and Basic Functions:

The first day covered Tally's user interface, ledger creation, and transaction recording. Participants learned to create ledgers, manage accounts, and enter basic transactions like receipts, payments, and journal entries.

- Generations of Tally
- Tally Masters
- Tally Vouchers
- Tally Reports
- Cost Centers, Bill wise Details, Interest Calculation

Day 2: Advanced Features of Tally:

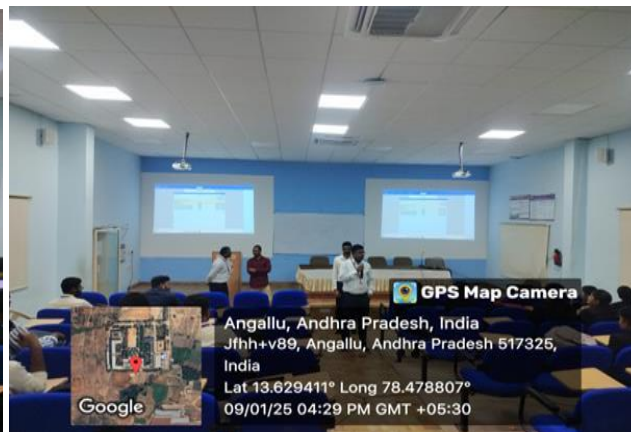
Day two focused on advanced features, including inventory management, stock tracking, and generating financial statements like Profit & Loss accounts and Balance Sheets. Participants also learned how to manage tax-related entries and generate VAT reports.

- Inventory Information
- Inventory Vouchers

Day 3: GST Integration and Customization:

The final day introduced GST features in Tally, demonstrating how to configure tax rates, create GST-compliant invoices, and generate GST returns. Participants also learned Tally's customization options, including security features and backup processes, to protect data and tailor the software to business needs

- Inventory with GST, TDS
- Export Reports



The programme ended with concluding remarks from Senior Training and Placement officer, Mr. B. Praveen Kumar. He appreciated the trainer's expertise and enthusiasm shown during the training programme. With a perfect blend of theoretical insights and practical examples, the sessions were designed to cater to diverse learning needs while fostering an engaging and interactive environment. He applauded the trainer's clear communication and hands-on approach not only demystified complex concepts but also empowered participants to confidently apply their new skills in real-world scenarios. He emphasized that this programme has been a testament to effective learning, offering a valuable experience that bridges the gap between industry and academia and theory and application as well. After that the students have given the feedback about training programme and key learnings learnt during the sessions.

At the end, the trainer was felicitated by Dr. K. S. Krishna, Associate Professor, Department of Management studies and Mr. B. Praveen Kumar, Sr. Training and Placement officer, MITS. The training programme was coordinated by Dr. K. Venkateswarlu, Assistant Professor, Department of Management studies. A total of 125 students got benefitted from this hands-on Tally training programme.

