Institute of Human Resources Development

Prajoe Towers, Vazhuthacaud P O, Thiruvananthapuram-14

No. EA/6204/2012/HRD   December 3, 2012

C I R C U L A R

Sub: IHRD - Automation of Accounts - Tally.ERP 9 Software – Training for Head of Institutions - reg.

   IHRD has decided to implement Tally.ERP9 solution for its Accounts section and all the IHRD Institutions from current financial year.   To implement automation of accounts, IHRD has purchased and Installed Tally software in 83 of its Institutions. As part of the first phase of training programme, a three days training was arranged for cahiers of the IHRD Institution during May/June 2012.

    Now the accounting templates for all Institutions are prepared and distributed.   It is already decided to enter account information form 01-04-2012 to 31-12-2012 in Tally.ERP9 Software and every Institution should maintain accounts in Tally up to date from 01-01-2013(The existing practice of maintaining accounts in books of accounts should be continued until further orders).   During the first phase of the Training programme, only cahiers were given training on the use of Tally.ERP9 Software and was proposed for an advanced training at a later stage.   But 'cashier' account created in Tally template has restrictions to prevent unauthorised use and some privileges are reserved for Head of Institutions only.   In this circumstance it is required to impart adequate training for Head of Institutions for monitoring the usage & maintenance of Tally.ERP9 Software in IHRD institutions.

    In this circumstances, it is decided to arrange a two days training programme for Head of Institutions at three venues at Thiruvananthapuram, Eranakulam & Kozhikode as per the training schedule attached. It is also proposed to include the person attending the duty of cashier in each Institution in the training programme to clarify their doubts while using the Tally.ERP9 Software. The head of Institution should ensure the participation of HOI & Cashier in the training programme as per the schedule without fail.   Please note that each venue has limited capacity to accommodate participants and any request for change of venue cannot be considered.

                                                                                                    Sd/-
                                                                                                    Director

Copy to: 1) All head of Institutions concerned.
              2) Finance Officer
              3) OC
              4) SF

Institute of Human Resources Development

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<u>Tally.ERP9 training program for Head of Institutions</u>

Venue: Model Finishing School, Thiruvananthapuram

Date & Time : 06-12-2012 from 9:00 AM to 5:30 PM
             07-12-2012 from 8:00 AM to 4:30 PM

Sl.	InsCode	Institution	District
1	101	IHRD,HQ,Tvm-14	TVM
2	102	RC, IHRD, Tvm-11	TVM
3	202	CE, Chengannur	ALP
4	203	CE, Adoor	PTA
5	204	CE, Kallooppara	PTA
6	205	CE, Karunagappally	KLM
7	208	CE, Attingal	TVM
8	209	CE, Kottarakkara	KLM
9	301	CAS, Adoor	PTA
10	305	CAS, Mavelikkara	ALP
11	314	CAS, Mallappally	PTA
12	320	CAS, Dhanuvachapuram	TVM
13	323	CAS, Kundara	KLM
14	336	CAS, Konni	PTA
15	342	CAS, Haripad	ALP
16	402	MPT, Karunagappally	KLM
17	503	THSS, Chirayinkeezhu	TVM
18	510	THSS, Muttada	TVM
19	512	THSS, Mallappally	PTA
20	518	THSS, Adoor	PTA
21	519	THSS, Ayroor	PTA
22	520	THSS, Perissery	ALP
23	521	THSS, Kalanjoor	PTA
24	603	SDC, Dhanuvachapuram	TVM
25	701	MFS, Thiruvananthapuram	TVM

Sd/-
Director

Tally.ERP9 training program for Head of Institutions

Venue: Model Finishing School, Eranakulam

Date & Time : 21-12-2012 from 9:00 AM to 5:30 PM
             22-12-2012 from 8:00 AM to 4:30 PM

Sl.	InsCode	Institution	District
1	103	RC, IHRD, Ernakulam	EKM
2	201	MEC, Ernakulam	EKM
3	206	CE, Poonjar	KTM
4	207	CE, Cherthala	ALP
5	307	CAS, Peermade	IDK
6	308	CAS, Payyappady	KTM
7	309	CAS, Vadakkancherry	PKD
8	310	CAS, Kaduthuruthy	KTM
9	311	CAS, Kattappana	IDK
10	313	CAS, Thodupuzha	IDK
11	316	CAS, Nattika	TCR
12	322	CAS, Chelakkara	TCR
13	334	CAS, Kanjirappally	KTM
14	335	CAS, Kodungallur	TCR
15	337	CAS, Marayoor	IDK
16	338	CAS, Nedumkandam	IDK
17	339	CAS, Puthenvelikkara	EKM
18	340	CAS, Ayalur	IDK
19	403	MPT, Mattakkara	KTM
20	404	MPT, Mala	TCR
21	405	MPT, Painavu	IDK
22	406	MPT, Poonjar	KTM
23	501	MTHSS, Kaloor	EKM
24	502	MTHSS, Kaprassery	EKM
25	504	THSS, Peermade	IDK
26	505	THSS, Puthuppally	KTM
27	506	THSS, Thodupuzha	IDK
28	516	THSS, Varadium	TCR
29	523	THSS, Aluva	EKM
30	525	THSS, Cherthala	ALP

Sd/-
Director

Institute of Human Resources Development

Prajoe Towers, Vazhuthacaud P O, Thiruvananthapuram-14

Tally.ERP9 training program for Head of Institutions

Venue: College of Applied Science, Kozhikode

Date & Time : 18-12-2012 from 9:00 AM to 5:30 PM
             19-12-2012 from 8:00 AM to 4:30 PM

Sl.	InsCode	Institution	District
1	302	CAS, Thiruvambadi	KKD
2	303	CAS, Kozhikode	KKD
3	304	CAS, Malappuram	MLM
4	306	CAS, Pattuvam	KNR
5	312	CAS, Cheemeni	KGD
6	315	CAS, Kuthuparamba	KNR
7	317	CAS, Vattamkulam	MLM
8	318	CAS, Vazhakkad	MLM
9	319	CAS, Nadapuram	KKD
10	321	CAS, Mananthavady	WYD
11	324	CAS, Malampuzha	PKD
12	325	CAS, Kuzhalmannam	PKD
13	326	MC, Muthuvallur	MLM
14	327	CAS, Payyannur	KNR
15	328	CAS, Pinarayi	KNR
16	329	MC, Neeleswaram	KGD
17	330	MC, Meenangadi	WYD
18	331	CAS, Attappadi	PGD
19	332	CAS, Manjeswaram	KGD
20	333	CAS, Iritty	KNR
21	341	CAS, Thamarassery	KKD
22	401	MPT, Kalliassery	KNR
23	407	MRPC, Kuzhalmannam	PKD
24	408	MPT, Vadakara	KKD
25	507	THSS, Vattamkulam	MLM
26	508	THSS, Vazhakkad	MLM
27	509	THSS, Perinthalmanna	MLM
28	527	THSS, Thiruthiyad	KKD

Sd/-
Director

Schedule of Tally.ERP9 training program for Head of Institutions

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