



Tally Training Report

by

Academic Staff College, KLEF

On March 22, 2022, a training session on Tally was conducted in R-607 of the R & D block. The session was led by Mr. B V Mallikarjuna Prasad, the Accounts Manager, and was attended by registered non-teaching staff members comprising all Accountants.

Training Objectives:

Introduction to Tally: The session commenced with an overview of Tally, its features, and its significance in accounting and financial management.

Accounting Entries: Participants were guided on how to make various accounting entries in Tally, including journal entries, ledger entries, and voucher entries.

Financial Reporting: The training covered the generation of financial reports such as balance sheets, profit and loss statements, and cash flow statements using Tally.

GST Compliance: Participants learned about GST compliance and how to record GST transactions accurately in Tally.

Mr. B V Mallikarjuna Prasad provided step-by-step guidance and demonstrated the use of Tally for different accounting tasks.

The Tally training session proved to be highly beneficial for the non-teaching staff members, equipping them with essential skills in accounting software. By familiarizing participants with Tally's functionalities, the training aimed to enhance their efficiency and accuracy in financial management tasks. The successful completion of the session reflects the institution's commitment to providing continuous learning opportunities for staff members to improve their skills and contribute effectively to organizational objectives.

Dr A Srinath

Principal – Academic Staff College



KL Academic Staff College

CATEGORY 1 UNIVERSITY KL ACCREDITED BY NAAC WITH A++ GRADE nfir 2021 RANKED 35 AMONG ALL UNIVERSITIES 41 YEARS OF EDUCATIONAL GLASSBORO



This is to certify that

GINGUPALLI JYOTHI

Has participated in the

Two-days Faculty Development Program on

Training program on Tally Training

During **22.03.2022**



Principal
ASC

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This is to certify that

VENKATA SAHITHI ANVESH BITRA

Has participated in the

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