

KHAGARIJAN COLLEGE

DEPARTMENT OF COMMERCE



REPORT ON THREE-DAY WORKSHOP ON “BASICS OF TALLY ERP 9”

Organized by: Department of Commerce, Khagarijan College

Date: 28th, 29th and 31st August, 2026

Time: 11:30 AM to 2:00 PM

Venue: Conference Hall, Khagarijan College

Duration: 3 Days

Resource Person(s):

1. CA PIUSH PUGALIA
2. MR. SUBHODEEP DUTTA, M.COM, LLB, TAX CONSULTANT
3. MRS. HIMAKSHI JAIN

Coordinator: Dhanesh Sharma, Head, Department of Commerce, Khagarijan College

NOTICE

Three Day Workshop on Basics of Tally ERP 9

Date: 28th, 29th and 31th August, 2026

Venue: Conference Hall, Khagarijan College

Time: 11:30 AM to 2:00 PM

All the students are hereby informed that a Three-Day Workshop on “Basics of Tally ERP 9” is being organized by the Department of Commerce for providing practical knowledge and hands-on training in computerized accounting.

The workshop will cover the fundamentals of Tally ERP 9, company creation, ledger and group creation, voucher entries, purchase and sales transactions, inventory management, GST basics, and generation of basic accounting reports.

All interested students are encouraged to participate actively in the workshop and make full use of this opportunity to develop their practical accounting and Tally skills.

Registration Link:

<https://docs.google.com/forms/d/e/1FAIpQLSc4yzBGpiloj1wLv8ogQeF55XAIOEPeHUIIb97eQ93TyCIItsA/viewform?usp=sharing&ouid=109063387015400020225>

Dhanesh Sharma

Head, Department of Commerce
Khagarijan College, Nagaon

Head, Department of Commerce
Khagarijan College

INTRODUCTION

The Department of Commerce, Khagarijan College organized a **Three-Day Workshop on “Basics of Tally ERP 9”** with the objective of providing students with practical and industry-oriented knowledge of computerized accounting.

In the present business environment, accounting has increasingly shifted from traditional manual bookkeeping to computerized accounting systems. Tally ERP 9 is one of the widely used accounting software packages for recording business transactions, maintaining accounts, managing inventory, preparing financial statements and generating various accounting reports.

The workshop was designed to bridge the gap between theoretical knowledge of accounting and practical application. It provided students with an opportunity to understand the basic features of Tally ERP 9 and practice accounting transactions in a computer-based environment.

OBJECTIVES OF THE WORKSHOP

The major objectives of the workshop were:

1. To introduce students to the fundamentals of computerized accounting.
2. To familiarize students with the basic features and functions of Tally ERP 9.
3. To develop practical skills in creating and maintaining accounting records.
4. To provide hands-on experience in company creation and configuration.
5. To improve students' employability and job-oriented accounting skills.

EXPECTED LEARNING OUTCOMES

After completion of the workshop, students were expected to be able to:

1. Explain the concept and importance of computerized accounting.
2. Navigate the Tally ERP 9 interface.
3. Create and configure a company.
4. Create accounting groups and ledgers.
5. Record cash and credit transactions.
6. Use different types of vouchers.
7. Maintain basic inventory records.
8. Understand the fundamentals of GST accounting in Tally.
9. Generate Trial Balance, Profit & Loss Account and Balance Sheet.
10. Identify and correct basic accounting-entry errors.

WORKSHOP SCHEDULE

Day	Time	Session	Topics Covered
Day 1	11:30 AM–12:00 PM	Introductory Session	Introduction to computerized accounting and Tally ERP 9
	12:00 PM–12:30 PM	Theory & Demonstration	Tally ERP 9 interface and basic features
	12:30 PM–1:15 PM	Practical	Company creation and configuration
	1:15 PM–2:00 PM	Hands-on Practice	Creation of groups and ledgers
Day 2	11:30 AM–12:00 PM	Recap	Review of Day 1
	12:00 PM–12:45 PM	Demonstration	Voucher types and accounting transactions
	12:45 PM–1:30 PM	Practical	Payment, Receipt, Contra, Purchase & Sales vouchers
	1:30 PM–2:00 PM	Hands-on Practice	Recording sample business transactions
Day 3	11:30 AM–12:00 PM	Demonstration	Inventory and GST basics
	12:00 PM–12:45 PM	Practical	Inventory entries and GST-related transactions
	12:45 PM–1:15 PM	Practical	Trial Balance, P&L Account and Balance Sheet
	1:15 PM–1:40 PM	Assessment	Practical exercise/feedback
	1:40 PM–2:00 PM	Valedictory	Feedback, outcome discussion and vote of thanks



Inaugural Session of the Three-Day Workshop on Basics of Tally ERP 9

DAY-WISE REPORT

DAY 1: INTRODUCTION TO TALLY ERP 9

The first day of the workshop began with a brief introductory session on the importance of computerized accounting in modern business organizations. The resource person explained the concept of computerized accounting and introduced students to the **Tally ERP 9** environment. Students were familiarized with the software interface, company menu, accounting features and basic navigation.

The practical session focused on:

- Starting Tally ERP 9
- Creating a new company
- Entering company details
- Selecting financial year
- Configuring company features
- Understanding accounting groups
- Creating primary and sub-groups
- Creating ledgers
- Altering and deleting ledgers
- Understanding the importance of proper ledger classification

Students were provided with practical exercises and were encouraged to perform the activities themselves. The hands-on approach helped students understand the relationship between accounting concepts studied in the classroom and their practical implementation in Tally ERP 9.



Resource Person Demonstrating Company Creation in Tally



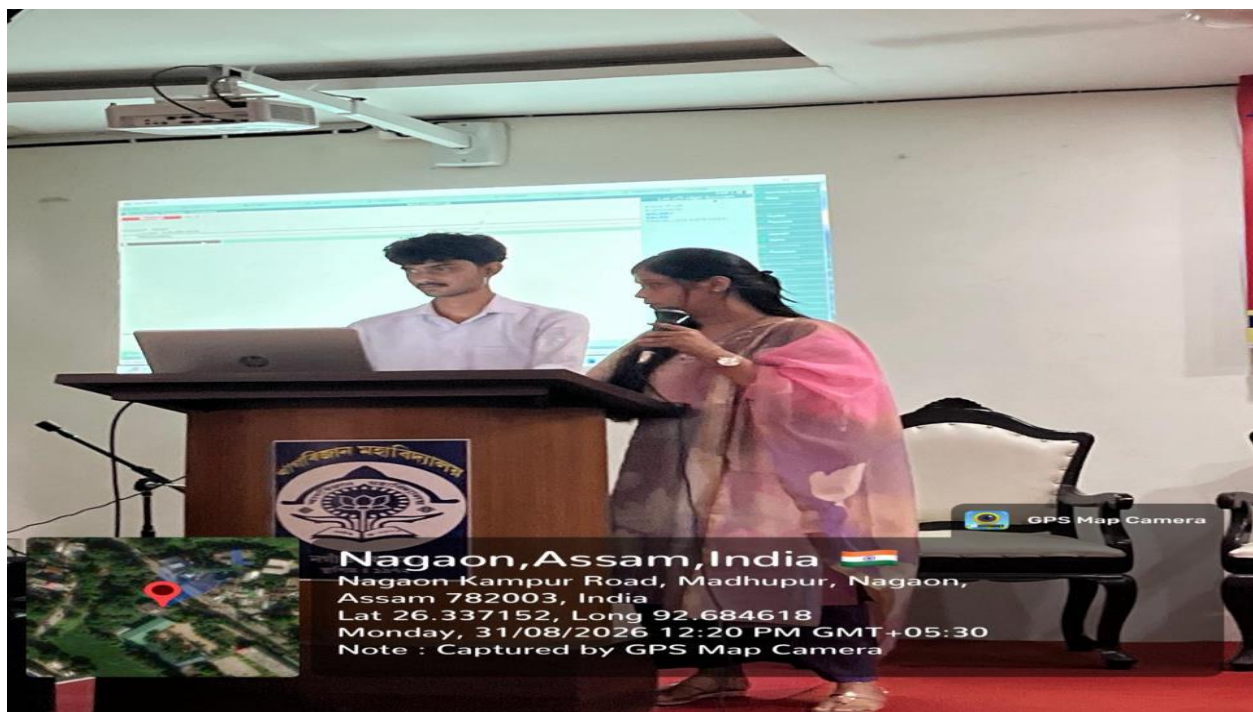
Technical Session of the Three-Day Workshop on Basics of Tally ERP 9

DAY 2: ACCOUNTING VOUCHERS AND TRANSACTIONS

The second day started with a brief recap of the topics covered on Day 1.

The resource person introduced students to different types of accounting vouchers used for recording business transactions. The participants were shown how transactions are entered into Tally ERP 9 and how the entries affect the respective ledger accounts. The following vouchers were demonstrated:

- a) Contra Voucher
- b) Payment Voucher
- c) Receipt Voucher
- d) Journal Voucher
- e) Purchase Voucher
- f) Sales Voucher
- g) Debit Note
- h) Credit Note



Students Practicing Ledger and Voucher Creation

Special emphasis was given to understanding the debit and credit principles behind each voucher entry. The session was highly interactive, and students were given individual practical exercises. The resource person also identified and corrected common errors made by students while recording transactions.

DAY 3: INVENTORY, GST AND ACCOUNTING REPORTS

The third day focused on inventory management, basic GST accounting and generation of accounting reports.

The students were introduced to:

- a) Stock groups
- b) Stock categories
- c) Stock items
- d) Units of measurement
- e) Purchase and sales with inventory
- f) Stock summary
- g) GST-related ledgers
- h) Basic GST configuration
- i) GST purchase and sales transactions

The resource person subsequently demonstrated how Tally ERP 9 can be used to generate various accounting reports.

Students practiced generating:

- Day Book
- Ledger Reports
- Trial Balance
- Profit & Loss Account
- Balance Sheet
- Stock Summary
- Outstanding Reports

A practical exercise was conducted in which students were required to create a company, create necessary ledgers, enter transactions and generate the relevant accounting reports.



Practical Session on Inventory and GST



Group Photograph of Principal, Resource Person and Faculty Members

PARTICIPATION

The workshop received active participation from the students of the Department of Commerce.

Total Registered Participants: 42

Total Participants Attended: 35

Number of Faculty/Staff: 04



Pictures of Students Participants during technical session



Certificate Distribution Ceremony



Certificate Distribution Ceremony



Sample of Certificate distributed

LIST OF PARTICIPANTS, Day 3
Three-Day Workshop on Basics of Tally ERP 9
Date: 31st August, 2026
Time: 11:30 AM – 2:00 PM

Sl. No.	Name of the participants	Roll no.	Semester
1.	Sahil Alom	65	1st sem
2.	Prince Phasit	40	1st sem
3.	AYUSH chakrabarti	03	1st sem
4.	Alkhinab Sarma	09	1st sem
5.	Rubul Shanma	20	1st sem
6.	Anam Ahmed	25	1st sem
7.	Shayon Das	33	1st sem
8.	Sankhony Singhar	27	1st sem
9.	Engleng Ranghang	26	1st sem
10.	Biswasit sen	59	1st sem
11.	Anwar Ali	10	1st sem
12.	Azifa Siddika	59 57	3rd sem
13.	Kangthir Engli	16	1st sem
14.	Bisnom Lukhi	61	1st sem
15.	Stavson Phangcho	68	1st sem
16.	Malang Rangpi	28	1st sem
17.	Midyasing Phang	41	1st sem
18.	Aftun Mehta	06	1st sem
19.	Tulas Piyara	19	1st sem
20.	Mehek Sadon	07	1st sem
21.	Priyanshu Raj Khawar	11	1st sem
22.	Shyam Acharjee	05	1st sem
23.	Disha Boria	004	1st sem
24.	Samir Bora	0002	1st sem
25.	Richa Bora	0003	1st sem
26.	Abhishek Borah	0128	1st sem
27.	Rukshana Begum	0240	1st sem
28.	Rajib Das	14	1st sem
29.	Rahul Choudhury	0028	1st sem

FEEDBACK FORM

KHAGARIJAN COLLEGE DEPARTMENT OF COMMERCE

FEEDBACK FORM

Three-Day Workshop on “Basics of Tally ERP 9”

Name of Student: _____

Class/Semester: _____

Date: _____

Please tick (✓) the appropriate option.

Sl. No.	Particulars	Excellent	Very Good	Good	Satisfactory	Poor
1	Relevance of the workshop	☐	☐	☐	☐	☐
2	Quality of training	☐	☐	☐	☐	☐
3	Clarity of explanation	☐	☐	☐	☐	☐
4	Practical demonstration	☐	☐	☐	☐	☐
5	Hands-on practice	☐	☐	☐	☐	☐
6	Interaction with resource person	☐	☐	☐	☐	☐
7	Usefulness of the workshop	☐	☐	☐	☐	☐
8	Learning outcome	☐	☐	☐	☐	☐
9	Career relevance	☐	☐	☐	☐	☐
10	Overall satisfaction	☐	☐	☐	☐	☐

What did you learn from the workshop?

What topics would you like to learn in future?

Suggestions for improvement:

Signature of Student: _____

Feedback Findings

The feedback received from the participants indicated that the workshop was useful, practical and relevant to their academic and career requirements.

Major observations from the feedback were:

1. Students appreciated the practical orientation of the workshop.
2. Most participants found the demonstrations easy to understand.
3. Students expressed increased confidence in operating Tally ERP 9.
4. Participants considered computerized accounting an important employability skill.
5. Students particularly appreciated the hands-on practice sessions.
6. The workshop helped students understand the practical application of accounting principles.
7. Participants expressed interest in attending more advanced Tally and GST training programmes.

CHALLENGES OBSERVED

During the workshop, some students initially faced difficulties in:

- Understanding the software interface.
- Selecting appropriate ledgers.
- Differentiating between voucher types.
- Applying debit and credit principles.
- Entering inventory transactions.
- Understanding GST-related entries.

However, these difficulties were addressed through repeated demonstrations, individual guidance and hands-on exercises.

SUGGESTIONS FOR FUTURE PROGRAMMES

Based on participant feedback, the following suggestions may be considered:

1. Conduct an advanced-level Tally workshop.
2. Provide additional practical sessions.
3. Include more GST-related practical exercises.
4. Introduce payroll management in Tally.
5. Provide training on Tally Prime in addition to Tally ERP 9.
6. Organize certification-oriented training programmes.
7. Conduct industry interaction sessions with accounting professionals.
8. Organize follow-up assessment after the workshop.
9. Provide practical case studies based on real business transactions.
10. Organize similar skill-development workshops regularly.

CONCLUSION

The Three-Day Workshop on “Basics of Tally ERP 9” organized by the Department of Commerce, Khagarijan College, was a successful academic and skill-development initiative.

The workshop provided students with an opportunity to acquire practical knowledge of computerized accounting and understand the application of accounting concepts in a digital environment. The combination of theoretical explanation, live demonstration and hands-on practice made the programme useful and engaging for the participants.

The enthusiastic participation of students and positive feedback received from them demonstrated the relevance of such practical training programmes. The workshop also contributed towards enhancing students' digital literacy, accounting skills, practical competence and employability.

The Department of Commerce proposes to organize similar skill-oriented programmes in the future to strengthen the practical and professional competencies of its students.

VOTE OF THANKS

The workshop concluded with a vote of thanks delivered by Mr. Dhanesh Sharma, Head of Commerce Department. The Department expressed its sincere gratitude to the Principal, Khagarijan College, for providing necessary support and encouragement for organizing the programme.

The Department also conveyed its appreciation to the resource person(s), faculty members, staffs and students whose active cooperation contributed to the successful completion of the workshop.

Special appreciation was expressed to all the participating students for their enthusiastic involvement in the practical sessions.