

Institute of Human Resources Development

IT Division

Praja's Towers, Vazhuthacaud, Thiruvananthapuram-695 014.
Phone: 0471-232 2985 / 85470 05046 email : ihrd.itd@gmail.com



No. 2/2012/ITD

December 29, 2012

From

The Special Officer(IT)

To

The Head of all IHRD Institutions

Sir,

Sub: IHRD – Automation of Accounts - Tally.ERP9 Solution – Requirement of additional Ledger heads - Reg.

I invite your kind attention to the discussions held during the training programme for Head of Institutions held this month at Thiruvananthapuram, Ernakulam and Kozhikode. The current IHRD approved ledger head list ver 1.6 has 210 ledger heads for normal accounting and 22 ledger for Cost Centre accounting. There were few requests for additional ledger heads during the interaction at the training programme.

Now it is proposed to add required additional ledger heads to the approved ledger head list and publish the additional ledger head list shortly. You are requested to report the requirement of additional ledger heads in the following format.

1. Name of Institution :
2. Proposed Ledger head name :
3. Description of proposed ledger head: (Purpose, type, details of transaction etc.)

I request you to forward your suggestion before **07-01-2013** to **ihrd.tally@gmail.com**. It is proposed to publish additional ledger heads list at *IHRD website* → *IHRD Accounts* on 09-01-2013.

It is also clarified that all Institutions are authorized to Add/Modify existing ledger head "Bank Account(SB)" to accommodate additional bank accounts if any already in use. If required, create ledger head for additional bank accounts with the 'Accounting group' as "Bank account" using the user id 'principal'. For any clarification please contact to 85470 05046.

Some Institutions are forwarding Data Backup & statements in different style and to wrong mail id. Please follow the guidelines given below:

1. It is required to send only one copy of data backup which is the latest. (No need to send month wise backup for previous months). The Latest data backup contains all the accounting information you have entered from 2-4-2012. The proposed format of name for data backup is "10XXXDec12.rar", where xxx is your Institution code.

2. You are required to send the following monthly statements prepared using Tally.ERP in **PDF format** from December 2012, which should be forwarded during first week of subsequent month. (No need to forward statement for previous months up to November 2012)

- a) Income & Expenditure Statement
- b) Receipt & Payments Statement

- c) Balance Sheet as on last date of month(say Dec 31)
- d) Bank reconciliation statement.

3. Please forward your data backup & monthly reports in PDF format as an attachment to the single mail and forward it to ihrd.acc@gmail.com before 5th of every month. Please use the 'subject' of mail similar to "xxx report Dec 2012" where 'xxx' is your institution code. This will help us to identify your mail easily from different institutions.

4. The current practice of forwarding the monthly statement prepared in manual old system should be continued up to end of current financial year(ie.31-03-2013). From 01-04-2013, only above 4 monthly reports prepared using Tally.ERP9 need to be forwarded to the email account.

Please **do not** send any other type of mail to ihrd.acc@gmail.com which is reserved for data backup & monthly reports only and is used by the accounting staff. Please forward all your Tally related queries/suggestions to: ihrd.tally@gmail.com which is used by TallyAdmin.

Wish you a very happy and prosperous 2013.

Yours faithfully

Sd/-
Vaneepasad V K
(Special Officer, IT)