

## **Tally ERP 9: Course Details**

**Tally Course Duration: 2 Months / 16 Hrs.**

### **Objective –**

This course teaches Tally features through transactions made according to type of organizations. It is designed to enable the students to learn the basics of accountancy, different types of business organization and various financial accounting, inventory and report generating features of the Tally accounting software applicable to each type of business organizations. The course is also designed to update the students with the new features of Tally.ERP 9.

Tally course has been categorized into 3 parts –

- 1) Accounting
- 2) Inventory
- 3) Statutory & Taxation

### **1) Accounting with Tally –**

- Accounting Basics
- Fundamentals of Tally
- Understanding Ledgers & Groups
- Understanding Voucher Types
- Entering:
  - ✓ Sales & Purchases
  - ✓ Payments & Receipts
  - ✓ Contra & Adjustments
  - ✓ Debit & Credit Notes
- Reports :
  - ✓ Printing - Exporting - Mailing
  - ✓ Bank Reconciliation & Printing Cheque

### **2) Inventory Management with Tally –**

- Entering Inventory Details
- Items With Groups & Categories
- Multi Location Stock
- Stock Transfer & Manufacturing
- Purchase & Sales Order

### **3) Taxation with Tally –**

- Value Added Tax (VAT)
- Service TAX
- TDS

## TOPICS

- 1) Basics of Accounting
  - ✓ Introduction
  - ✓ Accounting Principles, Concepts and Convention
  - ✓ Double Entry System
  - ✓ Golden Rules of Accounting
  - ✓ Mode of Accounting
  - ✓ Financial Statements
  
- 2) Accounting on Computers
  - ✓ Introduction
  - ✓ Features of Tally
  - ✓ Getting Functional with Tally
  - ✓ Creation/Setting up a Company in Tally
  - ✓ Company Features F11
  - ✓ Company Configuration F12
  
- 3) Processing Transactions in Tally
  - ✓ Ledgers and Groups
  - ✓ Accounting Vouchers
  - ✓ Recording Transactions of Sample Data
  - ✓ Provision Entries
  - ✓ Depreciation Entries
  - ✓ Adjustment Entries
  
- 4) Report Generation
  - ✓ Introduction
  - ✓ Financial reports in Tally
  
- 5) Submission of Assignments / Written Test
  
- 6) Introduction to Inventory
  - ✓ Creating Inventory Masters in Tally.ERP 9
  - ✓ Stock Groups
  - ✓ Stock Items
  - ✓ Stock Categories
  - ✓ Units of Measures
  - ✓ Godowns
  - ✓ Voucher Types
  - ✓ Inventory Vouchers
  - ✓ Practical Exercises

7) Purchases and Sales

- ✓ Cash and Credit Purchases
- ✓ Three way Matching Principle -Cash and Credit Sales
- ✓ Price Levels
- ✓ Revenue Recognition Principles
- ✓ Accounting and Commercial Terms Associated with purchase and Sales
- ✓ Bill of Exchange
- ✓ Duties and Taxes

8) Getting Functional with Tally

- ✓ Creation of a Company
- ✓ F11 Features
- ✓ Alteration of a Company
- ✓ F12 Configure
- ✓ Recording Transactions of Sample Data
- ✓ Provision Entries
- ✓ Depreciation Entries
- ✓ Adjustment Entries

9) Display and Reports

- ✓ Accounting and Inventory Reports in Tally
- ✓ Accounting Reports
- ✓ Balance Sheet
- ✓ Profit and Loss Account
- ✓ Account Books
- ✓ Statement of Accounts
- ✓ Age-wise Analysis
- ✓ Statutory Masters
- ✓ Statutory Reports
- ✓ Day Book
- ✓ Exceptional Reports
- ✓ Inventory Reports
- ✓ Inventory Books
- ✓ Statements of Inventory
- ✓ VAT for Composite Dealers
- ✓ Introduction
- ✓ Salient Features of Composite Vat Compliant Tally
- ✓ Creation of a Company
- ✓ F11 : Features
- ✓ Composite VAT Classification
- ✓ Recording Transactions of Sample Data
- ✓ Reports
- ✓ Point of Sale
- ✓ Point of Sale (POS) Features in Tally
- ✓ Creating Voucher Type
- ✓ Recording Transactions of Sample Data
- ✓ POS Reports
- ✓ Printing Reports

10) Submission of Assignments / Written Test

11) Report Generation

- ✓ Financial Reports in Tally
- ✓ Balance Sheet
- ✓ Profit and Loss Account
- ✓ Trial Balance
- ✓ Statement of Accounts
- ✓ Outstanding
- ✓ Exception Reports
- ✓ Inventory Reports
- ✓ Inventory Books
- ✓ Statements of Inventory
- ✓ Statutory Masters
- ✓ Statutory Reports
- ✓ VAT, CST, TDS, Service Tax Reports

12) Technological Advantages of Tally.ERP 9

- ✓ Tally Vault
- ✓ Security Controls
- ✓ Tally Audit
- ✓ Backup and Restore
- ✓ Split Company Data
- ✓ Export and Import of Data
- ✓ ODBC Connectivity
- ✓ Web Enabled, Print Preview and Online Help
- ✓ Printing Reports

13) Final Tally Test.