

Tally Course

Nature of the course: Theory + Practical

Total hours per day: 2 hours

Course duration: 2 week

Course Summary

Tally accounting software has been highly used for **monetary control, invoicing, reporting, and sales management**. Globally, many firms have adopted Tally accounting software as a part of their financial management system.

Completion Criteria

After fulfilling all of the following criteria, the student will be deemed to have finished the Module:

1. Has attended 90% of all classes held
2. Has received an average grade of 80% on all assignments
3. Has received an average of 60% in assessments

Course Details

Basic of accounting

- Introduction
- Types of Accounts
- Accounting Principles or concepts
- Mode of Accounting
- Rules of Accounting
- Double-entry system of bookkeeping
- Ledgers

Fundamentals of tally

- Company Features
- Configuration
- Getting functions with Tally
- Creation / setting up of Company in Tally

Accounting masters in tally

- Chart of Groups
- Groups
- Multiple Groups
- Ledgers
- Multiple Ledgers

Inventory masters in tally

- Stock Groups
- Multiple Stock Groups
- Stock Categories
- Multiple Stock Categories
- Units of Measure
- Stock Items

Vouchers entries in tally

- Introduction
- Types of Vouchers
- Chart of Vouchers
- Accounting Vouchers
- Inventory Vouchers
- Invoicing

Technological advantages in tally

- Tally vault
- Security controls
- Tally Audit
- Backup and restore
- Split company data
- Import and export of data
- Printing Reports and Cheques

- Create a Company Logo

Payroll accounting in tally

- Employee Creation
- Salary Define
- Employee Attendance Register
- Pay Heads Creation
- Salary Report

Generating reports in tally

- Financial Statements
- Trading Account
- Profit & Loss Account
- Balance Sheet
- Accounts Books and Reports
- Inventory Books and Reports
- Exception Reports
- Statutory Reports
- Payroll Reports
- Trail balance
- Day Book
- List of Accounts
- Stock Summary
- Outstanding Statement

Learning outcomes

- Tally is an integrated accounting software used for recording day to day transactions of the business. With this course you can learn stock management, account management, invoice, purchase order management and taxation.