Tally

Nature of the Course: Theory + Practical
Total Hours per Day: 2 Hours
Course Duration: 2 Weeks

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.

The Tally Course at DTC will familiarize you with all the concepts, rules and features of accounting making you efficient at bookkeeping using Tally ERP 9.

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.
4. The tutor believes the student has grasped all of the concepts and is ready to go on to the next module.

Required Text Books

1. Ashok K. Nadhani, "Implementing Tally. ERP 9", BPB Publications.

Prerequisites

- Fundamental understanding of basic accounting concepts.
- If you are only interested in theory and have no interest/patience in spending at least 10 hours every week throughout the duration of the course, then this course might not be for you.
- If you have absolutely no idea about accounting or do not see yourself doing accounting tasks in the next six -odd months, then this class may not be for you.

Course Details

WEEK 1

BASICS OF ACCOUNTING

- Introduction to Accounting
- Types of Accounts
- Accounting Principles and Concepts
- Modes of Accounting
- Rules of Accounting
- Double-Entry System of Book Keeping
- Ledgers

FUNDAMENTALS OF TALLY

- Company Features
- Configuration of Tally
- Getting Functions with Tally
- Creation / Setting Up of a Company in Tally

ACCOUNT MANAGEMENT IN TALLY

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

INVENTORY MANAGEMENT IN TALLY

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

WEEK 2

VOUCHER ENTRIES IN TALLY

- Introduction to Voucher Entries
- Accounting Vouchers
- Inventory Vouchers
- Invoicing in Tally

ADDITIONAL FEATURES OF TALLY

- Tally Vault
- Security Controls
- Tally Audit
- Backup and Restore
- Split Company Data
- Import and Export of Data
- Printing Reports and Cheques
- Creating a Company Logo

PAYROLL ACCOUNTING IN TALLY

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

GENERATING REPORTS IN TALLY

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

LABS

Lab assignments will focus on the practice and mastery of contents covered in lectures; and introduce critical and fundamental problem-solving techniques to the students.

Learning Outcomes

- Learn concepts of accounting (Rules, Modes, Features).
- Learn the applications of Tally ERP 9 and how to utilize it to maintain accounts of individuals along with companies.