Certificate Course in Tally ERP

Unit-I Introduction to Financial Accounting –

- Meaning and Definition of Financial Accounting, Objectives of Accounting
- Various users of Accounting Information, Accounting Terminologies
- Accounting Concepts and Conventions
- Double entry system
- Types of Accounts and Golden rules of accounting
- Books of Prime Entry, Subsidiary Books and Ledger Creation

Unit-II Introduction to Tally –

- Tally History and Journey, Difference between manual accounting v/s computerized accounting,
- Tally features, Tally Fundamentals - Company Data – Gateway of Tally, Creating and Maintaining a Company,
- Loading a Company, F11: Company Features, F12: Configuration. Voucher Entry, Inventory-Stock Groups, Stock Categories ,Stock Items, Units of Measurement, Bills of Materials, Batches & Expiry Dates.

Unit-III Report Generation in Tally –

- Printing – Printing Configuration for vouchers, printing reports – Profit and Loss A/C, Balance Sheet, Inventory, Interest Calculations, Day Book etc.
- Data Management – Backup & restore, Split a Company, Import Data, Export of Data, E-Capabilities, Tally ODBC. Introduction to GST, Objectives of GST

Practical:

- Creation of Company
- Gateway of Tally
- Understand Voucher Entry
- Creation of Stock Groups and Inventory
- Preparation of Balance Sheet & Use of GST