Tally Course Catalog – 60 Days

Day	Module	Topics Covered
1-3	Introduction to Tally	Overview of Tally ERP 9, Features of Tally, Tally Architecture, Installation and Setup, Tally Interface, Company Creation, Tally License
4-6	Accounting Fundamentals	Basic Accounting Concepts, Types of Accounts (Personal, Real, Nominal), Journal Entries, Debit and Credit, Trial Balance, Ledger, Voucher Types
7-9	Inventory Management	Introduction to Inventory Management, Stock Groups, Stock Items, Stock Categories, Unit of Measurement, Godown Creation, Stock Journal
10-12	Voucher Entry in Tally	Types of Vouchers in Tally (Payment, Receipt, Contra, Sales, Purchase), Voucher Entry, Editing and Deleting Vouchers, Auto Accounting, Memorandum Vouchers
13-15	Taxation in Tally	GST in Tally, GST Registration, GST Computation, GST Returns (GSTR-1, GSTR-2), GST Reports in Tally, TDS and TCS, Tax Calculation in Vouchers
16-18	Inventory Accounting	Inventory Valuation Methods (FIFO, LIFO, Weighted Average), Stock Valuation, Stock Summary Report, Batch-wise and Serial Number Tracking, Goods Movement
19-21	Financial Accounting and Reports	Profit & Loss Account, Balance Sheet, Trial Balance, Cash Flow, Fund Flow, Financial Reports in Tally, Exporting Financial Data
22-24	Banking and Cash Management	Bank Reconciliation in Tally, Payment and Receipt Vouchers, Cash Book, Bank Book, Managing Multiple Bank Accounts, Cheque Printing
25-27	Payroll Management in Tally	Introduction to Payroll, Employee Setup, Salary Head Creation, Pay Slip Generation, Payroll Processing, PF and ESI Calculation, Salary Reports
28-30	Tally ERP with GST	Setting up GST in Tally, GST Rates and Taxes, GST Sales and Purchase Vouchers, GST Reports, GST Filing Process, GST on Tally Reports
31-33	Cost Centers and Cost Categories	Cost Centers and Cost Categories in Tally, Creating and Managing Cost Centers, Profitability Reports, Job Costing, Cost Tracking

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34-36	**Advanced Accounting Features**	Budgeting and Variance Analysis, Interest Calculation, Bills and Due Date Management, Reconciliation of Accounts, Tally Customization
37-39	**Multiple Companies and Consolidation**	Managing Multiple Companies in Tally, Company Creation, Data Synchronization, Company Reports, Consolidation of Financial Statements
40-42	**Data Backup and Security**	Data Backup in Tally, Restoring Backup, Security Management in Tally, Password Protection, Data Export and Import, Tally Vault
43-45	**Inventory Reports and Analysis**	Stock Summary Report, Stock Valuation, Sales and Purchase Analysis, Inventory Turnover, Stock Movement Analysis, Reorder Level Reports
46-48	**GST Audit and Filing**	GST Auditing in Tally, GST Reconciliation, GST Filing Process, Preparing GSTR Reports, Data Export for GST Filing, Compliance Management
49-51	**Advanced Inventory Management**	Multi-location Inventory, Stock Transfer, Inventory Aging, Multiple UOM (Units of Measurement), Manufacturing and Production in Tally
52-54	**Tally Customization**	Creating Custom Reports in Tally, Tally Tags and Grouping, Tally Add-ons, Customizing Voucher Entry, Designing Invoices and Bills in Tally
55-57	**Tally Integration**	Integrating Tally with Excel and Other Software, Data Import/Export, Importing Financial Data, E-mailing Reports, Integration with Banks
58-60	**Final Project & Review**	Hands-on Project (Accounting and Inventory Management using Tally), Final Review of Key Concepts, Problem Solving, Tally Exam Preparation, Certification of Completion