**Tally is powerful accounting software, which is driven by a technology called concurrent multi-lingual accelerated technology engine**. It is easy to use software and is designed to simply complex day to day activities associated in an enterprise. Tally provides comprehensive solution around accounting principles, inventory and data integrity. Tally also has feature encompassing global business. Tally software comes with easy to use interface thus making it operationally simple.

Tally accounting software provides a solution around inventory management, stock management, invoicing, purchase order management, discounting, stock valuation methodology, etc.

Tally accounting software also comes with drill down options, which can track every detail of transaction. It helps in maintaining simple classification of accounts, general ledger, accounts receivable and payable, bank reconciliation, etc.

The technology employed by tally makes data reliable and secure. Tally software supports all the major types of file transfer protocols. This helps in connecting files across multiple office locations.

Tally accounting software is capable of undertaking financial analysis and financial management. It provides information around receivables turnover, cash flow statement, activity consolidation and even branch accounting.

Tally accounting software is east to set up and simple to use. A single connection can support multiple users. It can be easily used in conjunction with the Internet making possible to publish global financial reports.

Tally accounting software can seamlessly connect with various Microsoft applications.

**Foundation**

|  |  |
| --- | --- |
| **Chapter I** | **Basics of Accounting**   * Introduction * Accounting Principles, Concepts and Convention * Double Entry System of Book Keeping * Types of Accounts * Golden Rules of Accounting * Mode of Accounting * Financial Statements * Recording Transactions of Sample Data |
| **Chapter 2** | **Fundamentals of Tall.ERP 9**   * Introduction * Getting Functional with Tally.ERP 9 * Creation / Setting up of the Company in Tally. ERP 9 * Company Features F11 * Configurations F12 |
| **Chapter 3** | **Creating Ledger Accounting in Tally.ERP 9**   * Chart of Accounts * Groups * Ledgers * Single / Multi Method * Practice Exercises |
| **Chapter 4** | **Creating Voucher Entry in Tally.ERP 9**  Accounting Vouchers   * Purchase Voucher * Sales Voucher * Receipt Voucher * Payment Voucher * Contra Voucher * Date change * Practice Exercises |

|  |  |
| --- | --- |
| **Chapter 5** | **Creating Inventory, Masters in Tally. ERP 9**   * Stock Group * Stock Categories * Units of Measure * Stock Items * Voucher Types * Walk-through for creating Inventory, Masters * Practice Exercises |
| **Chapter 6** | **Returns**   * Purchase return * Sales return |
| **Chapter 7** | **Godown Creation**   * Single Godown * Multiple Godown * Practice Exercises |
| **Chapter 8** | **Inventory Vouchers**   * Goods Agjustment |

**Intermediate**

|  |  |
| --- | --- |
| **Chapter 1** | **Receivable and payable management**   * Bill – wise detail of trading accounts * New Reference * Against Reference * Advance * On Account * Practice Exercises |
| **Chapter 2** | **sales management**   * price list * multiple priceleist |
| **Chapter 3** | **Advanced Inventory in Tally.ERP 9**   * Order Processing * Purchase Order * Sales Order * Tracking Numbers * Batch-wise Details * Price Levels and Price Lists * Practice Exercises |
| **Chapter 4** | **Tax Deducted at Source (TDS)**   * Basic concepts of TDS * Configuring TDS in Tally.ERP 9 * Creation of Masters * Recording Transactions * TDS Reports * Practice Exercises |
| **Chapter 5** | **Service Tax**   * Basic of Service Tax * Configuring Tally.ERP 9 for Service Tax * Creating Masters * Recording Transactions * Accounting for Opening Service Tax Credit * Payment of Service Tax * Service Tax Reports * Practice Exercises |
| **Chapter 6** | **Payroll Accounting and Compliance**   * Configuring Payroll in Tally.ERP 9 * Creating Payroll Masters * Processing Payroll in Tally.ERP 9 * Accounting for Employer PF Contributions * Accounting for Employer ESI Contributions * Accounting for Income Tax * Payment of Professional Tax * Generating Payroll Reports |
| **Chapter7** | * **printout** * backup * restore * export to excel |
| **Chapter 8** | * **GST** * GST in India – An Introduction * GST ledger * vouchers with gst * Payment of Tax |