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RAYS Computer Education

[A Unit of Rays Edutech Pvt. Ltd.]

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COURSE TITLE

TALLY

COURSE OBJECTIVES

This course is designed to impart knowledge regarding concepts of Financial Accounting Tally is an accounting package which is used for learning to maintain accounts. As this course is useful for Commerce students to get placements in different offices as well as companies in Accounts departments.

DETAILED SYLLABUS

SR.NO	TALLY.ERP9 SYLLABUS	HOURS ALLOTTED
1	BASIC OF ACCOUNTING <ul style="list-style-type: none">• Introduction• Types of Accounts• Accounting Principles or concepts• Mode of Accounting• Rules of Accounting• Double entry system of book keeping	
2	FUNDAMENTALS OF TALLY <ul style="list-style-type: none">• Introduction of Tally.ERP 9• History of tally	

	<ul style="list-style-type: none"> • Versions of tally • Company Features • Configuration • Getting functions with Tally.ERP9 • Creation / setting up of Company in Tally.ERP9 	
3	ACCOUNTING MASTERS IN TALLY.ERP9 <ul style="list-style-type: none"> • Chart of Groups • Groups • Multiple Groups • Ledgers • Multiple Ledgers 	
4	INVENTORY MASTERS IN TALLY.ERP9 <ul style="list-style-type: none"> • Stock Groups • Multiple Stock Groups • Stock Categories • Multiple Stock Categories • Units of Measure • Godowns • Stock Items 	
5	VOUCHERS ENTRIES IN TALLY.ERP9 <ul style="list-style-type: none"> • Introduction • Types of Vouchers • Chart of Vouchers • Accounting Vouchers • Inventory Vouchers • Invoicing 	
6	ADVANCE ACCOUNTING IN TALLY.ERP9 <ul style="list-style-type: none"> • Bill wise details • Cost centers and Cost Categories • Multiple currencies • Interest calculations • Budget and controls • Scenario management • Bank Reconciliation 	
7	ADVANCE INVENTORY IN TALLY.ERP9 <ul style="list-style-type: none"> • Order Processing • Recorder Levels • Batch-wise details • Bill of Materials • Batch-Wise Details 	

	<ul style="list-style-type: none"> • Different Actual and Billed Quantities • Price Lists • Zero Valued Entries • Additional cost details. • POS 	
8	TAXES IN TALLY.ERP9 <ul style="list-style-type: none"> • VAT • Vat Repots • TDS • TDS Repots • TCS • TCS Repots • EXCISE • Excise Repots • SERVICE TAX • Service Tax Repots • GST 	
9	TECHNOLOGIACL ADVANTAGES IN TALLY.ERP9 <ul style="list-style-type: none"> • Tally vault • Security controls • Tally audit • Backup and restore • Split company data • Import and export of data • Printing Reports and Cheques • Create Company Logo 	
10	PAYROLL ACCOUNTING IN TALLY.ERP9	
11	GENERATING REPORTS IN TALLY.ERP9 <ul style="list-style-type: none"> • Financial Statements <ul style="list-style-type: none"> 1) Trading Account 2) Profit & Loss Account 3) 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 	

12	PRICE LEVEL SETTING	
13	MANUFACTURING JOURNAL	

