

TALLY ACCOUNTANT

The aim of this course is to present overview of Tally used in day to day at all type of organization in the business. The Course has been designed to provide knowledge on various function of TallyPrime. After completion of this course a student will be able to:

- Basic knowledge of account and finance
- Understand the function of company
- Create and Manage Company data in Tally
- Working with company accounts and inventory in Tally
- Tax management such as TDS, GST etc.
- Enter the Financial Transactions in Tally software
- Preparation of Final accounts such as balance Sheet, Trail Balance, P&L
- Printing Voucher, Invoice, Account Statement, Reports etc.
- Security and data management
- Payroll Management System

COURSE DESCRIPTIONS	
Course Name	Tally Accountant
Abbreviation	TA
Course Duration	03 Month (Three Months)
Course Medium	Hindi or English
Course Category	Accounting
Number of Exam	01
Mode of Course	Offline
Description	This Course covers the topics from basic to advanced tally concepts including Basic Accounting concepts, accounts and inventory with tally, GST and TDS transactions in tally. This Course is managed in one Module. Details of each topic and modules are as follow:

Detailed Syllabus

1. Basic Accounting Concepts

- 1.1 What is an accounting?
- 1.2 Attributes of Accounting
- 1.3 Methods of Accounting
- 1.4 Accounting Terminology
- 1.5 Books of Accounts
 - 1.5.1 Cash Book
 - 1.5.2 Journal Book
 - 1.5.3 General Ledger Book
- 1.6 Classification of Accounts
- 1.7 Golden Rules of Accounting

2. Getting Start Tally

- 2.1 Working with TallyPrime
 - 2.1.1 Downloading TallyPrime
 - 2.1.2 Installing TallyPrime
- 2.2 Tally Prime and Licensing
 - 2.2.1 Activate New License
 - 2.2.2 Using Educational version
- 2.3 Home Screen
- 2.4 Setting Company Features
- 2.5 Setting TallyPrime
- 2.6 Using TallyPrime

3. Working with Company

- 3.1 Create a new Company
 - 3.1.1 Save Company
 - 3.1.2 Alter a Company
 - 3.1.3 Delete a Company
 - 3.1.4 Select Company
 - 3.1.5 Shut Company
- 3.2 Company Directory
 - 3.2.1 Company Auto Selection
 - 3.2.2 Company Manual Selection
- 3.3 Create Group of Companies

3.4 Set/Remove Security Settings

3.5 Using TallyVault

4. Accounts Master

4.1 Accounts Group

4.2 Group Created by Tally

4.3 Create a New Group

4.3.1 Create a Primary Group

4.3.2 Display of Group

4.3.3 Alter/Modify a Group

4.3.4 Delete a Group

4.3.5 Configuration of Group

4.4 Ledger

4.4.1 Create a New Ledger

4.4.2 Alter/Modify a Ledger

4.4.3 Delete a Ledger

4.4.4 Display a Ledger

4.5 Coping Ledgers

5. Voucher Types

5.1 Voucher Types in TallyPrime

5.2 Components of a Voucher Type

5.2.1 Voucher Numbering

5.2.2 Reference Number

5.2.3 Voucher Date

5.2.4 Particulars – To/By or Dr/Cr

5.2.5 Mode of Entry

5.2.6 Ledger Particulars

5.2.7 Ledger Amount Particular

5.2.8 Narration

5.2.9 Print Voucher

5.2.10 Go to Previous or Next Voucher

5.3 Create a New Voucher

5.4 Voucher Class

5.5 Create Voucher Class

6. Voucher Entry

6.1 Accounting Voucher

6.1.1 Contra Voucher



- 6.1.2 Payment Voucher
- 6.1.3 Receipt Voucher
- 6.1.4 Journal Voucher
- 6.1.5 Sales Voucher
- 6.1.6 Purchase Voucher
- 6.1.7 Credit Note Voucher
- 6.1.8 Debit Note Voucher
- 6.2 Single Voucher Entry Mode
 - 6.2.1 Contra Voucher
 - 6.2.2 Receipt Voucher
 - 6.2.3 Payment Voucher
- 6.3 Non Accounting Voucher
 - 6.3.1 Optional Voucher
 - 6.3.2 Post Dated Voucher
 - 6.3.3 Memorandum Voucher
 - 6.3.4 Reversing Journal Voucher
- 6.4 Print Voucher

7. Inventory Management

- 7.1 Inventory in TallyPrime
- 7.2 Activate of Inventory in Tally
- 7.3 Stock Group
- 7.4 Stock Category
- 7.5 Stock Item
 - 7.5.1 Create Stock Item
 - 7.5.1 Create Stock Item in advance mode
- 7.6 Units of Measure
 - 7.6.1 Create a Unit of Measure
 - 7.6.2 Create a Compound Unit
 - 7.6.3 Use of Alternate Unit
- 7.7 Godown
 - 7.7.1 Create a New Godown
 - 7.7.2 Create Sub Godown
 - 7.7.3 Create Godown in Advance Mode
 - 7.7.4 Create Multiple Godown
 - 7.7.5 Delete Godown
 - 7.7.6 Allocate Stock to Godowns

8. Purchase and Sales

- 8.1 Purchase Process
- 8.2 Sales Process
- 8.3 Orders
 - 8.3.1 Record a Purchase Order
 - 8.3.2 Record a Sales Order
- 8.4 Challan
 - 8.4.1 Receipt Note
 - 8.4.2 Delivery Note Challan
 - 8.4.3 Rejection Out Challan
 - 8.4.4 Rejection In Challan
 - 8.4.5 Material Out Voucher
 - 8.4.6 Material In Voucher
- 8.5 Stock Voucher
 - 8.5.1 Physical Stock Voucher
 - 8.5.2 Stock Journal Voucher
- 8.6 Invoice
 - 8.6.1 Recording a Sales Invoice
 - 8.6.2 Record a Service Invoice
 - 8.6.3 Use Invoice with Actual & Billed Qty
 - 8.6.4 Linking Invoice with Challan
 - 8.6.5 Linking Invoice with Orders
 - 8.6.6 Use Credit Note for Sales Returns
- 8.7 Record a Purchase Invoice

9. Reports

- 9.1 Real-Time Reports
- 9.2 Displaying Reports
- 9.3 Printing a Report
- 9.4 Balance Sheet
 - 9.4.1 Compare Information
 - 9.4.2 Set Closing Stock
- 9.5 Profit and Loss Account
 - 9.5.1 Income and Expense Statement
- 9.6 Trial Balance
 - 9.5.1 Viewing Trial Balance
 - 9.5.2 Receipt Notes/ Delivery Note Entries in Trial Balance
 - 9.5.3 Receipt and Payment Account
- 9.7 Day Book
 - 9.7.1 Search Transactions in Day Book

- 9.8 Ratio Analysis
- 9.9 Cash/Bank Book
- 9.10 Cash Flow
- 9.11 Fund Flow
- 9.12 Stock Summary

10. Data Management

- 10.1 Backup
 - 10.1.1 Configure Data Path
 - 10.1.2 Backup Company Data
 - 10.1.3 Backup File
- 10.2 Restore
- 10.3 Data Export
 - 10.3.1 Export Configuration
 - 10.3.2 Export Master Data
 - 10.3.3 Export Transactions
- 10.4 Import Data
 - 10.4.1 Import of Masters
 - 10.4.2 Import of Voucher Data
- 10.5 Split Company Data
- 10.6 Repair Company Data
- 10.7 Moving to the Next Financial Year



11. Security Management

- 11.1 Security Control
- 11.2 Activate Security Control
 - 11.2.1 Remove Security Control
 - 11.2.2 Change Username and Password
- 11.3 User and Password
 - 11.3.1 Change User's Username
 - 11.3.2 Change User's Password
 - 11.3.3 Remove User
- 11.4 User Roles or Security Levels
 - 11.4.1 Create New Security Level
- 11.5 Setting TallyVault for Company
- 11.6 Tally Audit
 - 11.6.1 Enable Tally Audit
 - 11.6.2 Audit of Masters
 - 11.6.3 Audit of Voucher

11.6.4 Audit of User

12. Multi-Currency

- 12.1 Multi Currency
- 12.2 Base Currency for the Company
- 12.3 Create New Currency
 - 12.3.1 Alter a Currency
 - 12.3.2 Delete a Currency
- 12.4 Define Rates of Exchange
- 12.5 Record Multi-Currency
 - 12.5.1 Foreign Currency in Purchase
 - 12.5.2 Foreign Currency in Sales Voucher
 - 12.5.3 Foreign Currency in Payment Voucher
 - 12.5.4 Foreign Currency in Receipt Voucher
- 12.6 Forex Gain/Loss Adjustment
 - 12.6.1 Create Journal Voucher Class
 - 12.6.2 Uses of Forex Voucher Class
- 12.7 Foreign Currency Outstanding

13. Interest Calculations

- 13.1 Activate Interest
- 13.2 Enabling Interest Calculation in Ledger Accounts
- 13.3 Types of Interest Calculation
 - 13.3.1 Calculate Interest Using Simple Parameter
 - 13.3.2 Calculate Interest Using Advance Parameter
- 13.4 Enabling Interest Calculation on Bank Ledger Account
- 13.5 Interest Calculation in Voucher
- 13.6 Interest Calculation Report
 - 13.6.1 Interest Receivables
 - 13.6.2 Interest Payable Report
- 13.7 Create Voucher Class for Interest Calculation
 - 13.7.1 Use of Voucher Class

14 Advance Features

- 14.1 Bill-wise Details
 - 14.1.1 Applicable Bill details in Ledger
 - 14.1.2 Bill-Wise Details in Voucher
- 14.2 Batch-wise Details
 - 14.2.1 Setup Batches for Stock Item

- 14.2.2 Batch Details in Opening Stock
- 14.2.3 Set Batch Details in Voucher
- 14.2.4 Batches for Purchased Items
- 14.2.5 Sell Items from Batches or Lots
- 14.2.6 Control on expiry Stock
- 14.3 Credit Limit
 - 14.3.1 Effect of Credit Limit
- 14.4 Price List
 - 14.4.1 Define a Price List
 - 14.4.2 Predefine Price Level in Ledgers
 - 14.4.3 Revise Price Lists
 - 14.4.4 Change the names of price levels
 - 14.4.5 Use Price List in Voucher
- 14.5 Point of Sales
 - 14.5.1 Create POS Invoice
 - 14.5.2 Record a POS Invoice
 - 14.5.3 Use Multi Mode Invoice
 - 14.5.4 Create POS Invoice Class
 - 14.5.5 Record a POS Invoice using Voucher Class
 - 14.5.6 Print POS Invoice
- 14.6 Manage Buying and Selling Prices
 - 14.6.1 Specify standard cost for stock item
 - 14.6.2 Purchase with standard cost
 - 14.6.3 Manage Selling Price Using Standard Price
 - 14.6.4 Record sales with standard selling price
- 14.7 Cost Centres
 - 14.7.1 Create Cost Centres
 - 14.7.2 Enable Cost Centre in Ledger
 - 14.7.3 Cost Centre in Voucher
- 14.8 Cost Category
 - 14.8.1 Create a Cost Category
 - 14.8.2 Create Cost Centre under Cost Category
 - 14.8.3 Record Transaction with Cost Centre and Cost Category
 - 14.8.4 Create Cost Centre Class
 - 14.8.5 Use Cost Centre Class
- 14.9 Bill of Materials
 - 14.9.1 Create a Bill of Materials
 - 14.9.2 Create Manufacturing Voucher
 - 14.9.3 Recording of Manufacturing Journal Voucher

15. Goods and Service Tax

- 15.1 Concepts of GST
- 15.2 New Compliances Under GST
- 15.3 Enable GST in Tally
- 15.4 Creating Stock Item
 - 15.4.1 For Non - GST Goods
 - 15.4.2 Mapping UoM to UQC
- 15.5 Creating Sales Ledger
 - 15.5.1 Create Common Sale Ledger
 - 15.5.2 Creating Service Ledger
- 15.6 Creating Purchase Ledger
 - 15.6.1 Create Common Purchase Ledger
- 15.7 Create Party Ledger
- 15.8 Creating Income & Expenses Ledger
- 15.9 Creating GST Ledgers
- 15.10 Recording Purchase for GST
 - 15.10.1 Record Local Purchase
 - 15.10.2 Record Interstate Purchase
 - 15.10.3 Purchases on Nil Rated
 - 15.10.4 Purchases on Exempt
 - 15.10.5 Deemed Exports
 - 15.10.6 Purchases from SEZ
 - 15.10.7 Purchase Return in GST
- 15.11 Recording Sales for GST
 - 15.11.1 Record Local Sales
 - 15.11.2 Record Interstate Sales
 - 15.11.3 Sales of Service
 - 15.11.4 Sales of Composite Supply
 - 15.11.5 Sales of Items with Cess
 - 15.11.6 Sales on Nil Rated
 - 15.11.7 Sales of Exempted Items
 - 15.11.8 Sales of Stock Items with Slab-wise Tax Rates
 - 15.11.9 Sales to Embassy or UN Body
 - 15.11.10 Sales SEZ
 - 15.11.11 Sales to Deemed Exports
 - 15.11.12 Cash Sale
 - 15.11.13 Sales Return in GST
- 15.12 Import Goods under GST

- 15.13 Recording Export Sales in GST
- 15.14 Purchases from Unregistered Dealers
- 15.15 Payment of GST
 - 15.15.1 Payment of GST with Interest, Penalty and Late Fee
- 15.16 GST Reports
 - 15.16.1 GSTR-1
 - 15.16.2 GSTR-2
 - 15.16.3 GSTR-3B
 - 15.16.4 GST Annual Computation

16. Tax Deducted at Sources-TDS

- 16.1 Introduction of TDS
 - 16.1.1 What is TDS Certificate?
 - 16.1.2 TDS Rate
- 16.2 Enable TDS in Tally
- 16.3 Nature of payment
- 16.4 TDS Master
 - 16.4.1 Create TDS Ledger
 - 16.4.2 Create Expense Ledger
 - 16.4.3 Create Party Ledger
 - 16.4.4 Create Fixed Asset Ledger
 - 16.4.5 Create Stock Item
- 16.5 Record TDS Transactions
 - 16.5.1 Booking of Expense and Deducting TDS
 - 16.5.2 Booking of Expense and Deducting TDS Later
 - 16.5.3 TDS Deduct at Lower Rate
 - 16.5.4 TDS Deduct at Zero Rate
 - 16.5.5 TDS Deduct at Double Rate
 - 16.5.6 TDS Deduction without PAN details
 - 16.5.7 TDS Deduction on Purchases of Software
 - 16.5.8 Reversal of TDS on Purchase
 - 16.5.9 TDS on Advance Payment
 - 16.5.10 Deduct TDS on Partial Value
- 16.6 Payment of TDS
- 16.7 TDS Reports
 - 16.7.1 Form 26Q
 - 16.7.2 Form 27Q
 - 16.7.3 Ledgers Without PAN
 - 16.7.4 Challan Reconciliation