

# Tally Course Contents

## Course Duration: One Month

### 1. Introduction to Tally

- What is Tally?
  - Features of Tally
  - Installation and activation
  - User interface and company creation
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### 2. Company Management

- Create, alter, and delete a company
  - Backup and restore company data
  - Security and user management
  - Data synchronization
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### 3. Masters in Tally

#### Accounting Masters

- Ledgers
- Groups
- Voucher types

#### Inventory Masters

- Stock groups
  - Stock items
  - Units of measurement
  - Godowns (warehouses)
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#### **4. Voucher Entry**

- Contra voucher
  - Payment voucher
  - Receipt voucher
  - Journal voucher
  - Sales and Purchase vouchers
  - Credit note and Debit note
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#### **5. Inventory Management**

- Stock categories
  - Stock valuation methods
  - Batch-wise and lot-wise details
  - Reorder levels
  - Bill of materials (BoM)
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#### **6. Accounting Features**

- Cost Centre and Cost Categories
  - Budgets and Controls
  - Interest Calculations
  - Bank Reconciliation Statement (BRS)
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#### **7. Taxation**

- GST (Goods & Services Tax)
  - GST configuration in Tally
  - CGST, SGST, IGST
  - GST Reports and Returns

- TDS (Tax Deducted at Source)
  - TCS (Tax Collected at Source)
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## **8. Payroll Management**

- Employee masters
  - Salary structures
  - Attendance and Pay heads
  - Payroll processing
  - Payroll reports
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## **9. MIS Reports**

- Trial balance
  - Profit and Loss account
  - Balance Sheet
  - Ratio Analysis
  - Cash/Bank Book, Day Book
  - Inventory Reports
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## **10. Advanced Features**

- Multi-currency
  - Multiple Godowns
  - Order Processing (Sales and Purchase Orders)
  - Price Levels and Price Lists
  - Cost tracking
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## **11. Exporting & Importing Data**

- Data migration
  - Export/Import masters and transactions
  - ODBC and XML usage
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## **12. Tally with Banking**

- Cheque printing
  - E-Payments
  - Bank reconciliation
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## **13. Auditing & Compliance**

- Audit features
  - Verification of vouchers
  - Statutory audit and compliance reports
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## **14. Project / Practical Assignments**

- Real-world business scenarios
- Case studies
- Practice on sample companies