



## **Crash Course in Tally.ERP 9**

**COURSE DURATION:** 1 Month

**COURSE FEES:** 5400 (Inclusive All)

**OBJECTIVE:** This course teaches Tally features through transactions made according to type of organizations. It is designed to enable the students to learn the basics of accountancy, different types of business organization and various financial accounting, inventory and report generating features of the Tally accounting software applicable to each type of business organizations. The course is also designed to update the students with the new features of Tally.ERP 9.

**The 6 Volumes are categorized as under:**

**Volume 1:** Basic accounting as illustrated in Service Organization

**Volume 2:** Accounting for Trading Organization

**Volume 3:** Accounting for Manufacturing Organization

**Volume 4:** Financial and Cost Analysis designed

**Volume 5:** Tally ERP 9 .

**COVERAGE:** The course covers understanding of the basics of accountancy which includes learning basic accounting terms, accounting principles and concepts, processing and accounting transactions on computer and generating reports. It will cover the advanced accounting and inventory systems, various reports generated to make analysis of the financial and inventory position of the organization. It also deals with the various utilities of the software and its administration. It also covers Introduction to the newly added features of Tally ERP 9 and its comparison with Tally 7.2 and Tally 9. The distinguishing features of Tally ERP 9 are addition of Edit Remote Access, Control Center, Support Center.



# Academy

## COURSE STRUCTURE:

Lesson	Topics	Chapters
1.	Basics of Accountancy, Business organization, Accounting on computers, Fundamentals of Tally, Processing transactions in Tally and Report Generation.  <b>Assignments / Written Test</b>	1-6
2.	Introduction to Trading Organization, Purchases and Sales, Tally Features applicable to Trading Organization, its functionality(Vat,CST), Display and Reports.  <b>Assignments / Written Test</b>	1-5
3.	Introduction to Manufacturing Organization, Purchases, Sales and Manufacturing, Tally features applicable to Manufacturing Organization, its functionality, Display and Reports.  <b>Assignments / Written Test</b>	1-5
4.	Requirement of Reports, Budgeting System, Scenario management and Variance analysis, Costing System, Management Control Systems, Ratio Analysis, Cash flow & Funds flow Statement, Inventory analysis & management, System Administration & Utilities.  <b>Assignments / Written Test</b>	1-8



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## TABLE OF CONTENTS:

<u>Lesson</u>	<u>TOPICS</u>
VI - L1	<b>Basics of Accounting</b> <ul style="list-style-type: none"><li>- Introduction</li><li>- Accounting Principles, Concepts and Convention</li><li>- Double Entry System</li><li>- Rules of Accounting</li><li>- Mode of Accounting</li><li>- Financial Statements</li></ul>
VI - L2	<b>Business Organizations</b> <ul style="list-style-type: none"><li>- Service Organizations</li><li>- Trading Organization</li><li>- Manufacturing Organization</li></ul>
VI - L3	<b>Accounting on Computers</b> <ul style="list-style-type: none"><li>- Introduction</li><li>- Features of Tally</li><li>- Getting Functional with Tally</li><li>- Creation/Setting up a Company in Tally</li><li>- Company Features F11</li><li>- Company Configuration F12</li></ul>
VI - L4	<b>Processing Transactions in Tally</b> <ul style="list-style-type: none"><li>- Ledgers and Groups</li><li>- Accounting Vouchers</li><li>- Recording Transactions of Sample Data</li><li>- Provision Entries</li><li>- Depreciation Entries</li><li>- Adjustment Entries</li></ul>
VI - L5	<b>Report Generation</b> <ul style="list-style-type: none"><li>- Introduction</li><li>- Financial reports in Tally</li></ul>
	<b>Submission of Assignments / Written Test</b>
V2 - L1	<b>Introduction to Trading Organizations</b> <ul style="list-style-type: none"><li>- Recap of Volume 1</li><li>- Trading Organizations</li><li>- Introduction to Inventory</li><li>- Kinds of Inventory</li><li>- Introduction to Inventory Valuation</li><li>- Inventory Systems</li><li>- Determining Inventory Levels</li></ul>



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<b>V2 - L2</b>	<b>Purchases and Sales</b> <ul style="list-style-type: none"><li>- Cash and Credit Purchases</li><li>- Three way Matching Principle</li><li>- Cash and Credit Sales</li><li>- Price Levels</li><li>- Revenue Recognition Principles</li><li>- Accounting and Commercial Terms Associated with purchase and Sales.</li><li>- Bill of Exchange</li><li>- Duties and Taxes</li></ul>
<b>V2 – L3</b>	<b>Features of Tally</b> <ul style="list-style-type: none"><li>- Tally's capability for a Trading Organization</li></ul>
<b>V2 - L4</b>	<b>Getting Functional with Tally</b> <ul style="list-style-type: none"><li>- Creation of a Company</li><li>- F11 Features</li><li>- Alteration of a Company</li><li>- F12 Configure</li><li>- Recording Transactions of Sample Data</li><li>- Provision Entries</li><li>- Depreciation Entries</li><li>- Adjustment Entries</li></ul>



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<b>V2 - L5</b>	<b>Display and Reports</b> <ul style="list-style-type: none"><li>- Introduction</li><li>- Accounting and Inventory Reports in Tally</li><li>- Accounting Reports</li><li>- Balance Sheet</li><li>- Profit and Loss Account</li><li>- Account Books</li><li>- Statement of Accounts</li><li>- Age-wise Analysis</li><li>- Statutory Masters</li><li>- Statutory Reports</li><li>- Day Book</li><li>- Exceptional Reports</li><li>- Inventory Reports</li><li>- Inventory Books</li><li>- Statements of Inventory</li><li>- VAT for Composite Dealers</li><li>- Introduction</li><li>- Salient Features of Composite Vat Compliant Tally</li><li>- Creation of a Company</li><li>- F11 : Features</li><li>- Composite VAT Classification</li><li>- Recording Transactions of Sample Data</li><li>- Reports</li><li>- Point of Sale</li><li>- Point of Sale (POS) Features in Tally</li><li>- Creating Voucher Type</li><li>- Recording Transactions of Sample Data</li><li>- POS Reports</li><li>- Printing Reports</li></ul>
	<b>Submission of Assignments / Written Test</b>
<b>V3 – L1</b>	<b>Introduction to Manufacturing Organizations</b> <ul style="list-style-type: none"><li>- Manufacturing Organizations</li><li>- Introduction to Inventory</li><li>- Costing</li><li>- Fiscal Environment of a Manufacturing Organization</li></ul>
<b>V3 - L2</b>	<b>Purchases, Sales and Manufacturing</b> <ul style="list-style-type: none"><li>- Processes in Manufacturing</li><li>- Purchases</li><li>- Sales</li><li>- Scrap, Waste, Spoilage and Defectives in Manufacturing Organizations</li></ul>
<b>V3 - L3</b>	<b>Overview of Tally Features</b> <ul style="list-style-type: none"><li>- Features of Tally</li><li>- Tally's Capability for a Manufacturing Organization</li></ul>



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V3 - L4	<b>Getting Functional with Tally</b> <ul style="list-style-type: none"><li>- Creation of Company</li><li>- Alteration of Company</li><li>- Recording Transactions of Sample Data</li></ul>
V3 - L5	<b>Report Generation</b> <ul style="list-style-type: none"><li>- Financial Reports in Tally</li><li>- Balance Sheet</li><li>- Profit and Loss Account</li><li>- Statement of Accounts</li><li>- Outstandings</li><li>- Exception Reports</li><li>- Inventory Reports</li><li>- Inventory Books</li><li>- Statements of Inventory</li><li>- Statutory Masters</li><li>- Statutory Reports</li><li>- VAT, CST, TDS, Service Tax Reports</li></ul>
V3 - L6	<b>Tax Collect at Source (TCS)</b> <ul style="list-style-type: none"><li>- Introduction</li><li>- TCS Features in Tally</li><li>- Recording Transactions of Sample Data</li><li>- Reports</li><li>- Statutory Masters in Tally</li></ul>
	<b>Submission of Assignments / Written Test</b>
V4 - L1	<b>Introduction - Reports</b> <ul style="list-style-type: none"><li>- Internal Requirements</li><li>- External Requirements</li></ul>
V4 - L2	<b>Budgeting Systems, Scenario management and Variance Analysis</b> <ul style="list-style-type: none"><li>- Budgets Definition and Types</li><li>- Scenario Management</li><li>- Recording Transactions of Sample Data</li><li>- Cost Volume Profit Analysis</li><li>- Variance Analysis</li></ul>
V4 - L3	<b>Costing Systems</b> <ul style="list-style-type: none"><li>- Costing Systems</li><li>- Cost Classifications</li><li>- Cost Accounting</li><li>- Job Costing</li><li>- Process Costing</li><li>- Overhead Allocation</li><li>- Activity Based Costing</li><li>- Standard Costing</li></ul>



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	<ul style="list-style-type: none"><li>- Variance Analysis</li></ul>
V4 – L4	<b>Management Control Systems</b> <ul style="list-style-type: none"><li>- Management</li><li>- Control</li><li>- System</li><li>- Management Structure</li></ul>
V4 – L5	<b>Ratio Analysis</b> <ul style="list-style-type: none"><li>- Types of Ratios</li><li>- Ratio Analysis in Tally</li></ul>
V4 – L6	<b>Cash Flow Statement and Funds Flow Statement</b> <ul style="list-style-type: none"><li>- Funds Flow Statement</li><li>- Cash Flow Statement</li></ul>
V4 – L7	<b>Analyzing and Managing Inventory</b> <ul style="list-style-type: none"><li>- Importance of Inventory Management</li><li>- Financial Aspects of Inventory</li><li>- Inventory Costs</li><li>- Age-wises Analysis of Inventory</li><li>- Reorder levels</li></ul>
V4 – L8	<b>Multilingual</b> <ul style="list-style-type: none"><li>- Introduction</li><li>- Recording Transactions of Sample Data</li><li>- Reports</li></ul>
V4 – L9	<b>Systems Administration and Other Utilities</b> <ul style="list-style-type: none"><li>- Introduction</li><li>- Consolidation of Accounts</li><li>- Split Company Data</li><li>- Export and Import of Data</li><li>- ODBC compliance</li><li>- Web-Enabled</li></ul>
V5 – L1	<b>Introduction to Tally ERP 9</b> <ul style="list-style-type: none"><li>- Introduction</li><li>- New Features of Tally ERP 9</li><li>- Control Center</li><li>- Support Center</li><li>- Features in Tally ERP 9 Comparisons between Tally 7.2 and Tally 9</li></ul>



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<b>V5 – L2</b> <b>V5 – L3</b>	<b>Tally.Net and Remote Capabilities</b> <ul style="list-style-type: none"><li>- Overview of Tally.NET</li><li>- Configure Tally.NET Features</li><li>- Connect Company on Tally.NET</li><li>- Create Remote Users</li><li>- Authorize Remote Users</li><li>- Remote Access</li></ul>
<b>V5 – L4</b>	<b>Application Management and Controls</b> <ul style="list-style-type: none"><li>- Concept of Control Centre</li><li>- Features of Control Centre</li><li>- Advantages of Control Centre</li><li>- Installing and Activating Tally.ERP 9</li><li>- Installing Tally.ERP 9 &amp; Activating Tally.ERP 9 License</li><li>- Launch Tally.ERP 9</li><li>- Logging to Control Centre</li><li>- Managing Accounts using Control Centre</li><li>- My Tally.NET Accounts</li><li>- Licensing &amp; Configuration</li><li>- General Configuration, User Management, Profile Management</li></ul>
	<b>Online Help and Support</b> <ul style="list-style-type: none"><li>- Features of Support Centre</li><li>- Accessing the Support Centre</li><li>- Local Access &amp; Remote Access</li><li>- Using Support Centre</li><li>- Adding a New Issue/Query</li><li>- Reply to an Issue/Query &amp; Close an Issue/Query</li><li>- Other Functions</li></ul>
	<b>Final : Submission of Assignments / Written Test</b>