



Tally for Beginners – Tally Fundamentals

COURSE DURATION: 40 Hours. (20 days)

COURS FEES: 3300 (Inclusive All)

OBJECTIVE: The course is designed to give an opportunity to the undergraduate student to get acquainted with Tally Accounting Software. This course caters to the vocational needs of the students and is concurrent with the syllabus covered by the Universities.

COVERAGE: The course covers basics of accountancy which covers the entire accounting cycle of the business environment. It is focused on understanding and learning of basic accounting terms, accounting principles, concepts and conventions, double entry system, modes of accounting and preparation of financial statements. The course also covers an introduction to various types of business organizations, accounting on computers, Tally fundamentals which includes learning of Tally features and its functionality. To bring ease in getting functional with Tally, sample data processing and its report generation will also be taught to the students as part of this course.

COURSE STRUCTURE:

| Lessons | Topic |
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| | |
| 1 | Basics of Accounting |
| 2 | Business Organization |
| 3 | Accounting on Computers |
| 4 | Tally Fundamentals |
| 5 | Processing Transactions in Tally |
| 6 | Generating and Printing of Accounting Reports |



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TABLE OF CONTENTS:

| Lesson | Topics |
|--------|---|
| 1. | Basics of Accounting <ul style="list-style-type: none">- Lesson Objectives- Transaction, Journal Entry, Journal Book, Ledger Book, Trial Balance, Profit and loss statement, Balance Sheet- Accounting Principles - Concepts and Conventions- Double Entry System- Rules of Accounting- Mode of Accounting- Financial Statements- Manual Accounting |
| 2. | Business Organizations <ul style="list-style-type: none">- Introduction- Service Organizations |
| 3. | Accounting on Computers <ul style="list-style-type: none">- Lesson Objectives- Introduction- Accounting System- Benefits of Accounting on Computers- Comparing with Manual Accounts |
| 4. | Tally Fundamentals <ul style="list-style-type: none">- Introduction to Tally- Features of Tally- Getting Functional with Tally |



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| 5. | Processing Transactions in Tally <ul style="list-style-type: none">- Lesson Objectives- Ledgers and Groups- Accounting Vouchers- Contra Voucher- Payment Voucher- Receipt Voucher- Journal Voucher- Sales Invoice- Duties and Taxes- Recording Transaction of Sample Data |
| 6. | Generating and Printing of Accounting Reports <ul style="list-style-type: none">- Financial Reports in Tally- Balance Sheet- Profit and Loss Account- Account Books- Group Summary- Group Vouchers- Generation of Reports. |