Financial Accounting Using Tally

Objective of the Course:

The course is designed to provide complete knowledge of Tally.

Learning Outcomes:

After the completion of the course, the students will gain knowledge about Tally. Student Worked as tally operator.

Duration of the Course   40 hrs
(in hours)

Minimum Eligibility Criteria :

 Basic Knowledge of any programming Language

Outline of Course

S. No	Topic	Hours
1.	Basic of accounting , Type of accounts, Accounting principal, DESBK,	6 hrs
2.	Fundamental of Tally	4 hrs
3.	Creating / setting up company, modifications, access other company	4 hrs
4.	Inventory, Stock Group, Stock categories, unit of measure, stock items	4 hrs
5	Creating ledger, receipt voucher, purchase voucher, payment voucher, sales voucher.	4 hrs
6	Day Book, check inventory or stock, debit Note Voucher,	4 hrs
7	Voucher Entry of Sales Return, Credit Note Voucher.	4 hrs
8	Use of Cash and bank Book, Trial Balance	4 hrs
9	Deleting Company, backup and restore, securing company, printing	6 hrs

Theory / Lecture Hours:	10 hrs
Practical / Tutorial / Lecture Hours:	30 hrs
Total Hours:	40 hrs

Books Recommended for Reading and Reference:

- Tally ERP 9 Training guide by Asok K. Nadhani, BPB Publications.