

## Short Term Courses – NIELIT Delhi Centre

### 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 Computer

#### 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
<b>Theory / Lecture Hours:</b>		10 hrs
<b>Practical / Tutorial / Lecture Hours:</b>		30 hrs
<b>Total Hours:</b>		40 hrs

#### Books Recommended for Reading and Reference:

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