**About TALLY**

Tally is popularly known as an **accounting software for small and medium businesses.** It does all the functions of accounting that a particularly mid sized business has. This is the view of most of the persons who know about Tally..

**Why TALLY**

* Data Reliability
* Data Security
* Tally Audit
* Tally Vault
* Multi-lingual Accounting and Inventory Management Software
* User-defined Security Levels
* Simple & Rapid Installations
* Unlimited Multi-user Support on a single LAN
* Internal Backup/Restore
* Splitting of Data into separate Companies
* Multi-Directory for Company Management
* Import/Export of Data
* Graphical Analysis of Data
* OBDC compliance allows other programs to use data from Tally directly
* Web-enabled
* Ability to publish Reports and Documents on the Internet
* Direct Internet Access
* Print Preview
* Protocol Support along with Data Interchange formats like XML, HTML, HTML with XML Islands, SOAP, SDF and related formats
* Server/Client Module – Ability to synchronize data across multiple offices

**Who can do TALLY?**

* Absolute Commerce student or any non-technical background
* Should have the knowledge of Basic Accounting

**Prerequisites**

* Some knowledge of Accounting
* Knowledge of Accounting concepts
* Some knowledge of TALLY Software

**Program Objectives**

* Practical based learning.
* It teaches the students to maintain accounts with and without inventory.
* Individual should be able to grab the relevant opportunity.
* Individual will be able to work on the project immediately.

**Program Contents (TALLY)**

**User Interface and Company Management**

• Introduction to Tally ERP9

• Installing Tally ERP9 License Server

• Creating a Company

• Data Path for Tally ERP9 Companies

• Altering and Deleting Company

• Gateway of Tally and User Interface

 **Masters – Ledgers**

• Understanding Ledgers

• Creating Ledgers

• Creating Multiple Ledgers

• Altering and Deleting Ledgers

• Practical Examples

Masters – Groups

• Understanding Groups

• Creating Groups

• Altering and Deleting Groups

• Practical Examples

**Receipt Voucher**

• Understanding Receipt Vouchers

• Practical Examples

Contra and Journal Voucher

• Understanding Contra for Banking

• Practical Examples on Contra Vouchers

• Practical Examples on Journal Vouchers

**Cheque Printing**

• CTS Cheque Printing System

• Practical Examples

**Sales Voucher**

• Practical on Sales Voucher

• Printing Sales Invoice

**Masters : Inventory**

• Understanding Inventory

• Integrating Accounts and Inventory

• Practical on Stock Group

• Practical on Godown and Locations

• Practical on Stock Category

• Practical on Units of Measure

**LEVEL 2**

Masters - Billwise Debtors and Creditors Ledgers

• Using Practice Files

• Configuring Billwise Details

• Examples on Creating Billwise Ledgers

**Stock Transfers**

• Understanding Stock Transfers

• Practical Examples

**Billing Features**

• Zero Valued Entries

• Different Billing and Actual Quantity

• Additional Cost of Purchase

• Discount Column on Invoices

**Batch Wise Details**

• Understanding Inventory Batches

• Practical Examples

**Purchase Order Processing**

• Purchase Order Process

• Purchase Order Voucher with Examples

• Receipt Note (Inventory) with Examples

• Rejection-Out Voucher with Examples

**Re-Order Level**

• Understanding ROL

• Practical Examples

**Interest Calculations (Auto Mode)**

• Activating Interest Calculations

• Practical Examples

**Sales Order Processing**

• Sales Order Process

• Sales Order Voucher with Examples

• Delivery Note (Inventory) with Examples

• Rejection-IN Voucher with

Voucher Types and Class

• Voucher Types and Masters

• Practical Examples

• Voucher Class and Masters

• Practical Examples

**Point of Sales**

• Understanding POS

• Practical Examples

**Debit and Credit Notes**

• Debit Note Returns with Examples

• Credit Note Returns with Examples

**Bank Reconciliation**

• Understanding BRS Process

• Practical Examples

**Price List**

• Price Listing Masters

• Practical Examples

Credit Limit

• Credit Limits for Customers

**Budgets and Controls**

• Budget Masters and Configurations

• Practical Examples

• Budget Reporting and Analysis

**Cost Centres and Cost Categories**

• Understanding Cost Centres

• Practical Examples

• Understanding Profit Centres

• Practical Examples

 **Export and Import Formats**

• Practical Examples

• Data Backup and Restore

**Party Ledger Analysis**

• Customer and Supplier Balance Checking

• Customer and Supplier Bill Wise Checking

• Overdue Payables and Receivables

• Outstanding Reports and Printing

• Confirmation of Accounts

• Negative Ledgers Report

**Purchase and Sales Reporting**

• Analysing Purchase and Sales Register

• Analysing Debit and Credit Note

• Overdue Payables and Receivables

• Outstanding Reports and Printing

**Stock Analysis and Reports**

• Stock Registers

• Stock Valuation

• Stock Transfer Report

• Negative Stock Report

• Record Physical Stock and Shortage

• Stock Entry without Perpetual Inventory

**Cash and Bank Reports**

• Cash Book and Bank Book

• Stock Transfer Report

• Negative Stock Report

**Financial Reports**

• Trial Balance

• Profit and Loss Account

• Balance Sheet

• Working Capital

• Cash Flow and Fund Flow Statements

**Multi Language**

• Practical on Multi-Language

**Printing Reports**

• Sales Invoice

• Printing Payment and Receipt Vouchers

• Printing Various Other Reports

**Miscellaneous**

• Inserting Vouchers

• Duplicating Entries

• Split Company Data

• Merge Tally Companies

**Tax Deducted at Source (TDS)**

• Understanding TDS

• Creating TDS Masters

• Practical Examples

• TDS Payment

• Tax Reports and Tax Forms

**Finalization Entries**

• Finalization Process

• Depreciation Entries

• Creating General Reserves

• Provision for Taxation

• Bad Debt Reserves

• Partnership Firm - Transfering Profits

• Outstanding Expenses and Accrued Income

• Changing Financial Year

**Data Security**

• Security Control Setup

• User Security Control

**Tally Audit**

• Understanding Tally Audit

• Auditing Ledgers and Vouchers

**3 LEVEL**

**GOODS AND SERVICE TAX(GST**

• GST?

• GST Registration.

• Invoicing Under GST

• GST Accounts and Records

• GST Returns.

• GST Payment and Refunds

• Input GST credit.

• GST Composition Scheme

• GST procedure.

• GST Penalties and Appeals

• Time, Place and value of