

# Tally

## Course outline

### **Module 1: Introduction to Tally**

Module 1: Introduction to Tally is an introductory course designed to provide a comprehensive overview of the Tally accounting software. It covers the basics of Tally, including setting up a company, creating ledgers, entering transactions, and generating reports. This module is ideal for those who are new to Tally and want to learn the fundamentals of the software.

#### ***Lessons***

- Overview of Tally
- Setting up a Company in Tally
- Understanding the Tally Interface
- Creating Ledgers and Groups
- Recording Transactions in Tally
- Generating Reports in Tally
- Understanding the Tally Audit Features
- Working with Budgets and Cost Centers
- Understanding Tally Security Features
- Working with Multiple Companies in Tally

#### **After completing this module, students will be able to:**

- Understand the basic concepts of Tally and its features.
- Create and manage ledgers, groups, and vouchers.
- Generate financial reports such as Balance Sheet, Profit & Loss, and Cash Flow.
- Perform data entry and data manipulation tasks in Tally.

### **Module 2: Setting up a Company in Tally**

Module 2: Setting up a Company in Tally for Tally course is designed to help users learn how to set up a company in Tally. This module covers topics such as creating a company, setting up company information, configuring accounting features, and more. It also provides step-by-step instructions on how to use Tally to manage financial transactions.

#### ***Lessons***

- Understanding the Basics of Tally
- Setting up a Company in Tally

- Configuring Accounting Masters in Tally
- Creating Ledgers and Groups in Tally
- Setting up Inventory Masters in Tally
- Recording Transactions in Tally
- Generating Reports in Tally
- Understanding Tally Security Features
- Troubleshooting Common Tally Errors
- Advanced Features of Tally ERP 9

**After completing this module, students will be able to:**

- Understand the fundamentals of setting up a company in Tally.
- Create a company in Tally with the necessary information.
- Configure the company's accounting preferences and settings.
- Generate financial reports and statements in Tally.

## **Module 3: Accounting Masters in Tally**

Module 3: Accounting Masters in Tally module for Tally course is designed to help students gain a comprehensive understanding of the accounting principles and concepts used in Tally. This module covers topics such as creating ledgers, entering transactions, creating reports, and more. It also provides hands-on practice with the Tally software to help students become proficient in the use of the software.

### ***Lessons***

- Introduction to Tally and its Features
- Setting up a Company in Tally
- Understanding the Accounting Concepts in Tally
- Recording Transactions in Tally
- Generating Reports in Tally
- Understanding the GST Concepts in Tally
- Working with Multiple Companies in Tally
- Advanced Features of Tally
- Troubleshooting Common Issues in Tally
- Automating Tasks in Tally

**After completing this module, students will be able to:**

- Understand the fundamentals of accounting and financial management using Tally.
- Create and manage ledgers, vouchers, and other accounting documents in Tally.
- Generate financial reports such as balance sheets, income statements, and cash flow statements.
- Analyze financial data and make informed decisions for business operations.

## **Module 4: Voucher Entry in Tally**

Module 4: Voucher Entry in Tally is a module in a Tally course that teaches students how to enter vouchers into the Tally accounting software. It covers topics such as creating and editing vouchers, entering transactions, and managing voucher types. It also covers how to use the various features of Tally to make voucher entry easier and more efficient.

## **Lessons**

- Understanding the Basics of Voucher Entry in Tally
- Creating and Editing Vouchers in Tally
- Understanding the Different Types of Vouchers in Tally
- Working with Ledger Accounts in Voucher Entry
- Understanding the Different Types of Voucher Classes in Tally
- Working with Cost Centers in Voucher Entry
- Understanding the Different Types of Voucher Modes in Tally
- Working with Multiple Currencies in Voucher Entry
- Understanding the Different Types of Voucher Numbering in Tally
- Working with Multiple Godowns in Voucher Entry
- Understanding the Different Types of Voucher Authorization in Tally
- Working with Multiple Cost Categories in Voucher Entry
- Understanding the Different Types of Voucher Posting in Tally
- Working with Multiple Units of Measurement in Voucher Entry
- Understanding the Different Types of Voucher Printing in Tally
- Working with Multiple Price Levels in Voucher Entry
- Understanding the Different Types of Voucher Security in Tally
- Working with Multiple Cost Elements in Voucher Entry
- Understanding the Different Types of Voucher Validation in Tally
- Working with Multiple Taxation Types in Voucher Entry

## **After completing this module, students will be able to:**

- Understand the concept of voucher entry in Tally
- Create and manage different types of vouchers in Tally
- Enter and modify data in Tally using vouchers
- Generate reports and analyze data using vouchers in Tally

## **Module 5: Inventory Management in Tally**

Module 5: Inventory Management in Tally for Tally course provides an in-depth look at how to manage inventory in Tally. It covers topics such as setting up inventory masters, creating stock items, managing stock groups, tracking stock movements, and more. It also provides an overview of the various reports available in Tally for inventory management.

## **Lessons**

- Introduction to Inventory Management in Tally
- Setting Up Inventory Masters in Tally
- Creating Stock Groups and Stock Categories in Tally
- Creating Stock Items in Tally

- Recording Inward and Outward Transactions in Tally
- Generating Reports in Tally for Inventory Management
- Understanding Stock Valuation Methods in Tally
- Understanding Stock Ageing Analysis in Tally
- Understanding Stock Summary in Tally
- Understanding Stock Ledger in Tally
- Understanding Stock Journal in Tally
- Understanding Stock Category Summary in Tally
- Understanding Stock Group Summary in Tally
- Understanding Stock Item Summary in Tally
- Understanding Stock Item Movement Analysis in Tally
- Understanding Stock Item-wise Analysis in Tally
- Understanding Stock Item-wise Ageing Analysis in Tally
- Understanding Stock Item-wise Movement Analysis in Tally
- Understanding Stock Item-wise Valuation Analysis in Tally
- Understanding Stock Item-wise Reorder Level Analysis in Tally

### **After completing this module, students will be able to:**

- Understand the concept of inventory management in Tally
- Create and manage stock items in Tally
- Generate various inventory reports in Tally
- Set up and maintain inventory control systems in Tally

## **Module 6: Taxation in Tally**

Module 6: Taxation in Tally is a module in the Tally course that covers the basics of taxation in Tally. It covers topics such as setting up taxes, calculating taxes, and filing returns. It also covers the different types of taxes, such as GST, VAT, and Service Tax. This module provides a comprehensive overview of taxation in Tally and is essential for anyone who wants to use Tally for their business.

### **Lessons**

- Introduction to Taxation in Tally
- Understanding GST in Tally
- Setting up GST in Tally
- Recording GST Transactions in Tally
- Reconciling GST in Tally
- Understanding TDS in Tally
- Setting up TDS in Tally
- Recording TDS Transactions in Tally
- Reconciling TDS in Tally
- Understanding TCS in Tally
- Setting up TCS in Tally
- Recording TCS Transactions in Tally
- Reconciling TCS in Tally
- Understanding Reverse Charge Mechanism in Tally
- Setting up Reverse Charge Mechanism in Tally

- Recording Reverse Charge Mechanism Transactions in Tally
- Reconciling Reverse Charge Mechanism in Tally
- Understanding E-Way Bill in Tally
- Setting up E-Way Bill in Tally
- Recording E-Way Bill Transactions in Tally
- Reconciling E-Way Bill in Tally

**After completing this module, students will be able to:**

- Understand the fundamentals of taxation in Tally
- Calculate and apply taxes such as GST, VAT, and Excise Duty
- Generate and manage tax reports in Tally
- Create and manage tax ledgers in Tally

## **Module 7: Payroll Management in Tally**

Module 7: Payroll Management in Tally for Tally course is designed to help students understand the basics of payroll management in Tally. It covers topics such as setting up payroll, creating salary structures, managing employee information, calculating salaries, and generating payroll reports. It also covers topics such as statutory deductions, loan and advance management, and payroll reconciliation.

### ***Lessons***

- Introduction to Payroll Management in Tally
- Setting up Payroll in Tally
- Configuring Payroll Masters in Tally
- Creating Payroll Groups in Tally
- Defining Pay Heads in Tally
- Setting up Payroll Ledgers in Tally
- Generating Payroll Reports in Tally
- Processing Payroll in Tally
- Calculating Payroll Taxes in Tally
- Managing Employee Reimbursements in Tally
- Troubleshooting Payroll Issues in Tally
- Best Practices for Payroll Management in Tally

**After completing this module, students will be able to:**

- Understand the fundamentals of payroll management in Tally.
- Set up payroll structures and manage employee information.
- Generate payroll reports and manage statutory compliance.
- Create salary slips and manage payroll deductions.

## **Module 8: Reports and Analysis in Tally**

Module 8: Reports and Analysis in Tally is a module in the Tally course that teaches students how to generate and analyze reports in Tally. It covers topics such as creating and customizing reports, analyzing data, and using the report features in Tally. It also covers topics such as creating and using graphs and charts, and using the report features to analyze data.

## ***Lessons***

- Understanding the Reports and Analysis Menu in Tally
- Generating Financial Reports in Tally
- Analyzing Financial Performance with Tally
- Creating Custom Reports in Tally
- Analyzing Profitability with Tally
- Analyzing Cash Flow with Tally
- Analyzing Cost of Goods Sold with Tally
- Analyzing Inventory Performance with Tally
- Analyzing Sales Performance with Tally
- Analyzing Tax Liabilities with Tally

## **After completing this module, students will be able to:**

- Understand the concept of Reports and Analysis in Tally
- Create and customize reports in Tally
- Analyze financial data using Tally
- Generate MIS reports in Tally for decision making

## **Module 9: Advanced Features in Tally**

Module 9 of the Tally course covers advanced features in Tally, such as creating and managing multiple companies, setting up security controls, and using the Tally Vault. It also covers topics such as creating and managing budgets, using the Tally Audit feature, and creating and managing reports.

## ***Lessons***

- Introduction to Advanced Features in Tally
- Working with Multiple Companies in Tally
- Advanced Security Features in Tally
- Advanced Cost and Price Management in Tally
- Advanced Inventory Management in Tally
- Advanced Accounting Features in Tally
- Advanced Taxation Features in Tally
- Advanced Reporting Features in Tally
- Advanced Payroll Features in Tally
- Advanced Banking Features in Tally
- Advanced Job Costing Features in Tally
- Advanced Manufacturing Features in Tally
- Advanced Point of Sale Features in Tally
- Advanced Multi-Currency Features in Tally
- Advanced Multi-Location Features in Tally

## **After completing this module, students will be able to:**

- Understand the concept of Multi-Currency and its usage in Tally.
- Create and manage multiple companies in Tally.
- Create and manage multiple cost and profit centers in Tally.
- Create and manage multiple budgets in Tally.

## **Module 10: Troubleshooting in Tally**

Module 10: Troubleshooting in Tally is a module in the Tally course that focuses on troubleshooting and resolving errors in Tally. It covers topics such as identifying and resolving errors, understanding the Tally log file, and using the Tally support center. This module provides students with the skills and knowledge needed to effectively troubleshoot and resolve errors in Tally.

### ***Lessons***

- Identifying and Resolving Common Errors in Tally
- Troubleshooting Data Corruption Issues in Tally
- Debugging Tally Reports and Ledgers
- Resolving Network Connectivity Issues in Tally
- Troubleshooting Data Backup and Restore Issues in Tally
- Troubleshooting Security Issues in Tally
- Troubleshooting Data Synchronization Issues in Tally
- Troubleshooting Printing Issues in Tally
- Troubleshooting Data Migration Issues in Tally
- Troubleshooting Data Import/Export Issues in Tally

## **After completing this module, students will be able to:**

- Identify and resolve errors in Tally software.
- Understand the importance of data integrity and security in Tally.
- Utilize the various tools available in Tally to troubleshoot and resolve issues.
- Analyze and interpret the data generated by Tally to identify and resolve problems.