

Module 1: Introduction to Tally

- Overview of Tally software (ERP, TallyPrime)
- Installation and setup
- Navigating the Tally interface
- Creating and managing company accounts

Module 2: Fundamentals of Accounting in Tally

- Basics of accounting (debit, credit, journal entries)
- Chart of accounts (groups, ledgers)
- Voucher entry (payment, receipt, contra, journal)
- Trial balance and balance sheet generation

Module 3: Inventory Management

- Stock groups, categories, and items
- Units of measure and stock valuation
- Purchase and sales orders
- Delivery notes and stock journals
- Inventory reports

Module 4: GST & Taxation

- GST concepts and configuration in Tally
- Creating GST ledgers and tax masters
- Recording GST transactions (sales, purchases)
- Generating GST returns and reports
- Other taxes (TDS, TCS basics)

Module 5: Advanced Accounting Features

- Cost centers and cost categories
- Budgets and scenario management
- Multi-currency accounting
- Interest calculations
- Bank reconciliation

Module 6: Payroll Management

- Employee master creation
- Salary structures and attendance
- Payroll processing and reports
- Statutory compliance (PF, ESI basics)

Module 7: Data Management & Security

- Backup and restore of company data
- Splitting company data
- Security controls and user management
- Audit features in Tally

Module 8: Practical Projects & Assessment

- Create a company and record transactions
- Prepare financial statements (P&L, Balance Sheet)
- Manage inventory and GST compliance
- Process payroll for employees
- Final project: Complete accounting cycle for a simulated business

Learning Outcomes

By the end of this course, students will:

- Understand computerized accounting concepts
- Record and manage transactions in Tally
- Handle inventory and taxation (GST, TDS, TCS)
- Generate financial statements and compliance reports
- Manage payroll and employee records
- Ensure data security and backups in Tally