

Tally Prime - Syllabus

1. Introduction to Tally Prime

- What is Tally Prime
- Features & uses
- Installation and Activation
- Gateway of Tally and Tally User Interface
- Company creation, selection, alteration, and deletion
- F11 (Features) & F12 (Configuration)
- Currency and Regional configurations

2. Company Creation & Basic Settings

- Creating a company
- Financial year & accounting period
- Enable GST, inventory, and taxation
- Ledger & voucher settings

3. Accounting Basics in Tally

- Golden rules of accounting
- Accounting rules and concepts
- Types of accounts
- Ledger creation
 - Capital
 - Expenses
 - Income
 - Assets
 - Liabilities
- Groups in Tally
- Accounting Vouchers in Tally
- Banking Reconciliation Statement (BRS)

4. Understanding Vouchers in Tally

- Contra Vouchers
- Payment Vouchers

- Receipt Vouchers
- Journal Vouchers
- Purchase Vouchers
- Sales Vouchers
- Creating, Altering, Deleting Vouchers
- Posting entries in vouchers with accounting principle & Concepts

5. Cost Centers & Cost Categories

- Understanding Cost Centers and Cost Categories
- Creating cost Centers
- Creating Cost Categories
- Allocating expenses
- Simple cost analysis
- Cost Centers Reports

6. Reports in Tally

- Trial Balance
- Profit & Loss Account
- Balance Sheet
- Cash Flow Statement
- Fund Flow Statement
- Tally Report Model – Drill down reports
- Day Book and Bank book
- Purchase and Sales Register
- Outstanding Reports
- Ratio Analysis
- Dashboard

7. Backup & Restore

- Company backup
- Restore data
- Data security basics

Inventory Management

8. Inventory Master

- Understanding Inventory in Tally
- Integrating Accounts and Inventory
- Stock Groups
- Stock Categories
- Stock Items
- Units of Measure
- Price Lists
- Godowns / Locations
- Opening stock entry

9. Inventory Vouchers

- Purchase Order
- Receipt Note
- Rejection Out
- Purchase Voucher
- Sales Order
- Delivery Note
- Rejection In
- Sales Voucher
- Credit Note and Debit Note
- Stock Journal / Manufacturing Journal
- Bill of Materials
- Physical Stock

10. Inventory Reports

- Stock Summary
- Godown/Location Summary
- Stock Ageing Analysis
- Movement Analysis
- Stock Query