

BASIC TALLY COURSE:

Basics of Accounting:

1. Types of Accounts.
2. Golden rules of Accounting.
3. Mode of accounting- Trial balance, ledger, Trading & P & L account, Balance Sheet.
4. Recording of Business Transactions.

Getting functional with tally.erp 9

1. Tally ERP 9 start up.
2. Tally .ERP 9 screen components.
3. Mouse/Keyboard conventions.
4. Switching between screen areas.

Creation/Setting up of Company in Tally ERP 9.

1. Creation of a Company.
2. Company features & Configuration.
3. Working with multiple Companies.

Chart of accounts.

1. Group-single group creation, multi group creation.
2. Ledger-single ledger creation, group ledger creation, altering.
3. Displaying groups & ledgers.
4. Deletion of groups & ledgers.

Recording day to day Transactions.

1. Introduction.
2. Accounting vouchers-receipt, contra, payment,purchase, sales, debit note, credit note, journal vouchers.

CREATION OF INVENTORY MASTERS IN TALLY ERP.9 WITH PRACTICAL WORKING QUESTIONS.

1. Stock groups.

SAMARPAN SOFT SKILLS-BASIC TALLY COURSE

2. Stock categories.
3. Godowns/locations.
4. Unit of measure.
5. Stock item.

Invoicing.

1. Item invoice & Account invoice.

SHORTCUT KEYS.

**KEY TAKEAWAYS- COMPLETE PRACTICAL WORKING IN TALLY ERP 9
WITH ILLUSTRATIONS. HANDOUTS IN EACH CLASS**

**CERTIFICATE WILL BE DULY AWARDED AFTER THE COURSE
COMPLETION.**