SYLLABUS FOR TALLY

SUBJECT: TALLY ONE TIME CERTIFICATE

(Certificate Course)

FOR

BOSCO COMPUTER CENTRE

DON BOSCO COLLEGE KOHIMA-NAGALAND

TALLY CERTIFICATE COURSE

Tally is an accounting software that is used for recording several financial transactions and events. A user friendly software which configures the status according to our business and personal requirements. Tally will allow you to fill in certain accounting fields by providing you with effective solutions for various additional queries in the most comfortable and efficient technique in the fields of job regarding accounting, banking which is majorly used in bank statement, ratio analysis of managements and clients in business to help in taking swift and accurate decisions, inventory, taxation and billing. This course assists learners become job-ready and opens up multiple career options.

UNIT-I FUNDAMENTALS OF ACCOUNTING			
		Duration	
Sl no	Course Outline	Theory	Practical
1.1	Introduction		
1.2	Terminologies used in Accounting		
1.3	Concepts of Accounting		
1.4	Double entry system of Accounting		
1.5	Golden rules of Accounting		
1.6	Recording business transactions	2	4
1.7	Trial Balance		
1.8	Financial Statements		
1.9	Subsidiary books & Control Accounts		
1.1	Depreciation		
1.11	Computerised Accounting		

UNIT-II INTRODUCTION TO TALLY PRIME			
		Duration	
Sl no	Course Outline	Theory	Practical
2.1	Introduction		
2.2	Features of TallyPrime		
2.3	Downloading and installation of TallyPrime		
2.4	Types of Licenses		
2.5	Activation of New License	2	4
2.6	Working TallyPrime in Educational mode		
2.7	Company Creation & Setting up Company Features		
2.8	F12 Configuration in TallyPrime		
2.9	Alter Company Details		
2.1	Shut the Company		

UNIT-III MAINTAINING CHART OF ACCOUNTS

Sl no	Course Outline	Duration	
		Theory	Practical
3.1	Introduction		
3.2	Chart of Accounts		
3.3	Creation of Masters in TallyPrime	1	2
3.4	Alteration of Masters in TallyPrime		
3.5	Deletion of Masters in TallyPrime		
3.6	Multi-Masters Creation of Chart of Accounts		

UNIT-IV RECORDING & MAINTAINING ACCOUNTING TRANSACTIONS

Sl no	Course Outline	Duration	
		Theory	Practical
4.1	Introduction		
4.2	Recording Transactions in Tally	1	2
4.3	Recording Accounting Vouchers in TallyPrime		

UNIT-V BANKING

Sl no	Course Outline	Duration	
		Theory	Practical
5.1	Introduction		
5.2	Banking Payments		
5.3	Cheque Printing		
5.4	Deposit Slip	1	3
5.5	Payment Advice		
5.6	Bank Reconciliation		

UNIT- VI GENERATING FINANCIAL STATEMENT & MIS REPORTS

Sl no	Course Outline	Duration	
		Theory	Practical
6.1	Introduction		
6.2	Final accounts reports in Tally	1	3
6.3	MIS Reports in Tally		
6.4	Bird's eye view/Drill down display		

UNIT-VII DATA SECURITY

Sl no	Course Outline	Duration	
		Theory	Practical
7.1	Introduction	2	3
7.2	Security control		
7.3	Activation of Security control		
7.4	Creation of Security Control		
7.5	Creation of Users & Passwords for Company		
7.6	Accessing the company using Security Levels		
7.7	Auto Login		
7.8	Tally Vault		

UNIT-VIII COMPANY DATA MANAGEMENT

Sl no	Course Outline	Duration	
		Theory	Practical
8.1	Introduction	2	2
8.2	Backup of Company data		
8.3	Restoring of Company data		
8.4	Company data repair		
8.5	migration of TallyERP 9 Company to Tallyprime		