



# CERTIFICATE IN TALLY BASICS

**DURATION: 30 Hours**  
**TOTAL CREDITS: 1**

## COURSE SYLLABUS

## Objective

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This TallyPrime course is designed to provide learners with the fundamental skills needed to efficiently manage business accounting operations using the TallyPrime software. It encompasses key areas such as an introduction to TallyPrime, setting up and maintaining the chart of accounts, recording diverse accounting transactions, managing banking activities, generating essential financial reports, safeguarding data, and handling company data effectively. Upon completion, participants will be well-prepared to confidently perform routine financial and accounting tasks within an organization using TallyPrime.

## Exit Profile

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- Able to do Computer Operation smoothly.
- Get a thorough knowledge in accounting software – Tally.
- Become a Tally direct certified holder.

## Career Path

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- Become a Professional Accountant
- IT Educator- Accounting Division
- Accounting Executive

# Course Outline

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Course Name:	CERTIFICATE IN TALLY BASICS	Duration:	30 H
Module	Topic	Duration.	Total Duration.
Module - I	INTRODUCTION TO TALLY PRIME	1	30 H
	WORKING TALLY PRIME IN EDUCATIONAL MODE	1	
	MAINTAINING CHART OF ACCOUNTS	2	
	RECORDING AND MAINTAINING ACCOUNTING TRANSACTIONS	10	
	BANKING	5	
	GENERATING FINANCIAL STATEMENTS AND MIS REPORTS	2	
	DATA SECURITY	4	
	COMPANY DATA MANAGEMENT	5	

# Course in Detail

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## MODULE:1:

### TALLY ESSENTIAL LEVEL 1

#### INTRODUCTION TO TALLY PRIME

- Features of Tally Prime
- Downloading and Installation of Tally Prime
- Types of Licenses in Tally Prime
- Activate New License
- Reactivate License in Tally Prime
- Use License from Network in A Multiuser Environment

#### WORKING TALLY PRIME IN EDUCATIONAL MODE

- Company Creation and Setting Up Company Features in Tally Prime
- Getting Started with Tally Prime
- Navigating from Anywhere to Anywhere in Tally Prime
- F12 Configuration in Tally Prime
- Alter Company Details
- Shut the Company

#### MAINTAINING CHART OF ACCOUNTS

- Introduction to Chart of Accounts
- Creation, Alteration & Deletion of Masters in Tally Prime (Both Accounting & Inventory)
- Multi-Masters Creation and Display.

#### RECORDING AND MAINTAINING ACCOUNTING TRANSACTIONS

- Recording Transactions in Tally
- Accounting Vouchers in Tally Prime.
- Recording Accounting Vouchers in Tally Prime (Receipt, Payment, Contra, Journal, Purchase, Sales, Debit Note and Credit Note).

#### BANKING

- Banking Payments
- Cheque Printing (Both Single & Multiple Cheque Printing)
- Deposit Slip (Cheque/Cash)
- Payment Advice
- Bank Reconciliation (Auto/Manual)

## **GENERATING FINANCIAL STATEMENTS AND MIS REPORTS**

- Final Accounts Reports in TallyPrime (Introduction)
- Generating Financial Reports in TallyPrime. (Trial Balance, Profit and Loss Account, Balance Sheet, Cash Flow & Fund, Flow Analysis Report, Receipts and Payments)
- MIS Reports in Tally (Stock Summary Analysis, Daybook, Cash and Bank Book, Purchase Register, Sales Register, Journal Register)

## **DATA SECURITY**

- Introduction
- Security Control
- Activation of Security Control
- Creation of Security Levels (User Roles)
- Creation of Users and Passwords for Company
- Accessing the Company Using Security Levels
- Auto Login
- Tally Vault

## **COMPANY DATA MANAGEMENT**

- Backup & Restoring of Company Data
- Company Data Repair
- Migration of Tally.ERP 9 Company Data to TallyPrime