

# TALLY Curriculum



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## TALLY

### PHASE - I

- What is Book Keeping?
- What is an Account?
- What is Double –Entry System of Book Keeping?
- Explain the term transaction
- What is journal entry?
- What is Contra Entry?
- What is Journal Voucher?
- Explain the word Liability
- Explain the word assets
- Books of Accounts
- Definition of Indirect Exp / Indirect Income
- Definition of Direct Exp / Direct Income
- What is debit?
- What is credit?
- Difference between Journal voucher / Journal entry

### PHASE - II

- Golden rules of Accounting

### PHASE - III

- Accounting Software
- Why use Tally to maintain Account
- Advantage over manual Accounting

### PHASE - IV

- Creation of Company / Accounts only?  
Accounts with Inventory
- Alt the company
- Creation of password / security
- Opening the company making it active

# TALLY

- Creating ledger A/c.
- Altering individual ledger a/c
- Viewing / Altering multiple ledger on screen
- Inventory creation / Altering stock group /stock items
- **PHASE - V**
  - Entering Voucher
  - Payment voucher / Receipt Voucher / Contra voucher / Journal voucher
  - Purchase voucher / Sales voucher / Purchase return / Sales Return
  - Purchase Order / Sales order / Stock Journal voucher / physical
  - Stock voucher / Rejection out voucher / Rejection In voucher
- **PHASE - VI**
  - Easy Access to the various Books of Account
  - Cash Book / Bank Book / Purchase Book / sales Book /
  - Journal voucher book / Debit Note book / Credit Note Book
  - Day Book / Ledger Book
- **PHASE - VII**
  - Automatic Creation of Financial Accounting Statement
  - Trial Balance
  - Trading A/c
  - Profit & Loss A/c
  - Balance Sheet
  - Stock Summary
  - Ratio Analysis
- **PHASE - VIII**
  - Printing various Book of Account
  - Printing all Financial Statement



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