Tally (ERP 9 & Prime) — Short Syllabus for Private Institute

1. Basics of Accounting & Tally Introduction
- Fundamentals of Accounting (Accounts, Debits & Credits)
- Introduction to Tally ERP 9 & Tally Prime interface
- Creating & Managing Company Data

2. Masters Creation
- Creating Ledgers & Groups
- Stock Groups, Stock Categories & Units
- Inventory Items & Godowns

3. Voucher Entry
- Recording Transactions:
- Contra, Payment, Receipt, Journal, Sales & Purchase Vouchers
- Debit/Credit Notes
- Editing & Deleting Vouchers

4. GST & Taxation Basics
- Enabling GST in Tally
- Creating GST Masters
- GST Invoices & Bills
- Generating GST Reports & Returns

5. Reports & Printing
- Day Book, Ledger, Trial Balance
- Profit & Loss Account, Balance Sheet
- Printing Vouchers & Reports
- Data Backup & Restore

✅**Extras:**
- Shortcut Keys & Tips
- Simple Practical Assignments

☐ Certificate

Issued after practical test & mini project.

CERTIFICATE CONTENTS:

1.FUNDAMENTAL OF ACCOUNTING

2.FINANCIAL ACCOUNTING

3. ADVANCE ACCOUNTING (ERP 9 & TALLY PRIME)
4. PRACTICAL PROJECT

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