

Syllabus

Course Name: Tally Specialization

Heading	Particulars
Chapter 1	Accounting with Bill Reference
Concepts	Need for bill wise Accounting
	Process of Bill Wise Accounting in Tally
	Example of Accounting with Bill reference
Case Study	Case Study on Accounting with bill reference
Assignment	Assignment on Accounting with bill reference
Chapter 2	Opening Balance updation
Concepts	Split company data
	Steps to update opening balance in Tally
	Comparison between Audited balance and Actual balance
Case Study	Case Study on Opening Balance updation
Assignment	Assignment on Opening Balance updation
Chapter 3	Purchase Process in Tally
Concepts	Preparation of Purchase Order in Tally ERP
	Purchase order Entry
	Receipt note in Tally
Case Study	Case Study on Purchase Process in Tally
Assignment	Assignment on Purchase Process in Tally
Chapter 4	Export Invoicing in Tally
Concepts	Process to enable GST invoice in Tally
	Create Export sales ledger
	Pass Export Sales Entry
Case Study	Case Study on Export Invoicing in Tally
Assignment	Assignment on Export Invoicing in Tally
Chapter 5	Cost Centre in Tally
Concepts	Meaning and Uses of Cost centre in Tally
	Steps to Create Cost Centre in Tally
	Allocation of costs to various cost centres
	Allocation of costs to various cost centres
Case Study	Case Study on Cost Centre in Tally
Assignment	Assignment on Cost Centre in Tally

Chapter 6		Inventory management in Tally	
Concepts		Benefits of Maintaining inventory in Tally	
		Enable Inventory Info	
		Create Stock Group	
		Enable Stock Categories	
		Create Units of Measurement	
		Create Stock Item	
		Create Godown	
Case Study		Case Study on Inventory Management in Tally	
Assignment		Assignment on Inventory Management in Tally	
Chapter 7		Review and Rectification	
Concepts		Meaning and Requirement of Review & Rectification	
		Responsibility of Review & Rectification	
		Three Check Points for Review & Rectification	
		Areas for Review & Rectification	
		Review of Borrowings	
		Review of Duties & Taxes	
		Review of Outstanding Expenses	
		Review of Provisions	
		Review of Fixed Assets	
		Review of Current Assets	
		Review of Sales & Purchases	
		Review of Indirect Expenses	
	Case Study		Case Study on Review and Rectification
Assignment		Assignment on Review and Rectification	