

CERTIFICATE COURSE OF
FUNDAMENTALS OF TALLY ACCOUNTING LEVEL-1

Chapter 1: Fundamentals of Accounting

This chapter summarizes the Fundamentals of Accountancy, starting with the accounting terms, concepts, right up to the double entry system of accounting. It explains the need and usage of Golden Rules of Accounting in the books of accounting and recording the business transactions.

Chapter 2: Introduction to TallyPrime

This introductory chapter on Accounting using Tally explains how simple it is to download and install Tally in the system.

This chapter helps you understand the simplest way of creating a company and the company features and configurations.

Chapter 3: Maintaining Chart of Accounts

This chapter shows you how simple it is to create, alter and display the Chart of Accounts such as Ledgers, Groups, Stock Items and Units of Measure Creation.

Chapter 4: Recording and Maintaining Accounting Transactions

This chapter covers how to record transactions such as Receipt, Contra, Payment, Purchase, Sales, Debit Note, Credit Note, and Journal Vouchers with practical scenarios.

Chapter 5: Goods and Services Tax

The chapter includes the introduction of GST, GST in TallyPrime, Recording GST compliant transactions, Input Tax Credit Set Off against Liability, GST Tax Payment and Generating GST Returns for Regular Dealer in Tally.

Chapter 6: Banking

This chapter covers the basic Banking Feature, Cheque Printing, Bank Reconciliation, Generating Deposit Slips including Payment Advice.

Chapter 7: Generating Financial Statements and MIS Reports

This chapter covers all MIS reports in Tally; Trail Balance, Balance Sheet, Profit and Loss account, Cash Flow Statement, Ratio Analysis, Daybook, Receipts and Payments, Purchase and Sales Register including Inventory Reports.

Chapter 8: Data Security

This chapter covers Securing Financial Information of the Company, Creating Security Control, User Roles, Creation of Users and Change User.

Chapter 9: Company Data Management

This chapter covers how to securely take company data and restore without any data loss.
