



ST. XAVIER'S COLLEGE, SIMDEGA

(Affiliated to Ranchi University, Ranchi)

P.O. GOTRA, DT. SIMDEGA, JHARKHAND, INDIA PIN-835235, www.sxesimdega.edu.in, Email. sxesimdega2016@gmail.com, Mob. 9931699162

TALLY COURSE

Session – 2023-24

Vision of the course:

- To empower students from commerce and non-commerce backgrounds with practical accounting, financial management, and business analytics skills through the Tally course, fostering proficiency in modern financial tools and techniques to excel in dynamic business environments.

Mission of the course:

- To provide hands-on training in bookkeeping, taxation, GST compliance, payroll, and inventory management to enhance employability.
- To equip students with the necessary skills to handle business transactions effectively using Tally Prime.

Importance of the Course

Tally software can simplify accounting tasks like journal entries, ledgers, and financial reporting. It can automate GST, TDS, and other tax calculations for compliance. The management of inventory, stock, and procurement can be easily done through the software. It can help to handle payroll with automated salary calculations and payslip generation. It also provides customizable reports and insights to aid decision-making.

Instructor: Dr. Gaurav Srivastava

Duration: 3 Months

Syllabus:

4-Weeks: Introduction to Tally & Accounting Basics

8 Days: Basics of Accounting & Tally Overview

- Introduction to Accounting Principles
- Importance of Tally in Business & Accounting
- Features and Benefits of Tally Prime
- Installing and Setting Up Tally
- Tally Interface & Navigation

8 Days: Company Creation & Ledger Management

- Creating, Altering, and Deleting a Company in Tally
- Configuring Company Features
- Setting up Ledgers & Groups
- Types of Accounts: Assets, Liabilities, Income, Expenses
- Creating, Modifying & Deleting Ledgers



ST. XAVIER'S COLLEGE, SIMDEGA

(Affiliated to Ranchi University, Ranchi)

P.O. GOTRA, DT. SIMDEGA, JHARKHAND, INDIA PIN-835235, www.sxesimdega.edu.in, Email. sxesimdega2016@gmail.com, Mob. 9931699162

8 Days: Voucher Entry & Transactions

- Types of Vouchers: Payment, Receipt, Journal, Contra, Sales, and Purchase Vouchers
 - Entering and Managing Day-to-Day Transactions
 - Posting Opening Balances
 - Adjustments and Rectifications
-

2- Weeks: Inventory Management & GST Implementation

5 Days: Inventory Management in Tally

- Creating Stock Groups, Stock Categories, and Stock Items
- Unit of Measurement and Godown Management
- Recording Inventory Transactions

5 Days: Goods and Services Tax (GST) in Tally

- Introduction to GST and Its Importance
- Configuring GST in Tally
- Creating GST Ledgers
- Recording GST-Compliant Transactions
- Generating GST Reports

5 Days: Taxation in Tally (TDS & TCS)

- Introduction to TDS (Tax Deducted at Source)
 - Configuring TDS in Tally
 - TCS (Tax Collected at Source) and Its Application
 - Filing Tax Returns from Tally
-

2- Weeks: Payroll, Banking & Advanced Features

4 Days: Payroll Management in Tally

- Configuring Payroll in Tally
- Creating Employee Masters
- Processing Salary & Generating Payslips
- Provident Fund (PF) and Employee State Insurance (ESI) Setup

4 Days: Banking Features & Bank Reconciliation

- Setting Up Bank Accounts in Tally
- Bank Reconciliation Process
- Processing Cheques, NEFT, RTGS Transactions

8 Days: MIS Reports & Financial Analysis

- Profit & Loss Account
 - Balance Sheet
 - Ratio Analysis
 - Cash Flow & Fund Flow Statements
-



ST. XAVIER'S COLLEGE, SIMDEGA

(Affiliated to Ranchi University, Ranchi)

P.O. GOTRA, DT. SIMDEGA, JHARKHAND, INDIA PIN-835235, www.sxesimdega.edu.in, Email. sxesimdega2016@gmail.com, Mob. 9931699162

4- Weeks: Practical Training, Project Work & Certification

8 Days: Advanced Features & Customization

- Security Features & User Management
- Data Backup & Restore in Tally
- Exporting Reports in Excel & PDF

8 Days: Practical Sessions & Case Studies

- Handling Real-Life Business Transactions in Tally
- GST and Taxation Case Studies
- Managing Multi-Currency Transactions

4 Days: Project Work & Final Assessment

- Individual and Group Projects on Tally Accounting
- Generating Financial Reports & Submitting Assignments
- Tally Career Opportunities in India

4 Days: Final Assessment & Certification

- Practical Test
- Course Completion Certificate Distribution