Tally Syllabus

Tally Overview

- Tally Introduction
- Capability of Tally
- Why Should learn Tally

Installation of Tally

- How to download Tally
- How to Install Tally

Company Setup

- How to create Company in Tally
- How to Edit company in tally
- How to backup and restore company

Master Creation

- How to create chart of account
- How to create Stock Group
- How to create stock Item
- How to create stock unit
- How to create stock category
- How to create godwon

Voucher Type

- What is voucher
- Vouchers available in tally
- New Voucher Series Creation
- Voucher no configuration

Purchase process (P to P)

- How to record Purchase order
- How to record goods receipt note
- How to record purchase Invoice
- How to record purchase return

Sale Process (O to C)

- How to record Sales order
- How to record delivery challan
- How to record Sales invoice
- How to record Sales return

Advance Inventory

- How to record goods with batch, serial no. wise

- How to manage customer wise price list
- How to manage tracking no.
- How to record item level discount
- How to record bill level discount
- How to record expiry date.

Cost Centre

- What is cost centre
- How to setup cost centre
- How to allocate cost centre wise expenses/Income

Budget

- How to allocate ledger wise budget in tally
- How to analysis budget variance

Taxation

- How to setup GST
- How to record GST related transaction
- E-way bill
- How to generate GST related reports from tally
- How to setup TDS
- How to create TDS related ledger.
- How to record transaction with TDS
- How to view TDS related reports.

Manufacturing

- What is BOM
- How to create BOM
- How to setup Multilevel BOM
- How to record manufacturing in tally