2. **TALLY.ERP 9 – BASIC COURSE.**

Course Code   : TC–02
Eligibility   : 10th Class. (No Accounting Background required)
Level   : Beginner
Suitable for   : First time Accounting & Tally.ERP 9 Learners.
Target   : To make efficient to work in an organization where Accounts is used.
                            Non-commerce people also can join for the course.

Syllabus
Lesson 1: Basics of Accounting
Introduction, Accounting Principles, Concepts and Conventions, Double Entry System of Book Keeping, Types of Accounts, Rules of Accounting, Mode of Accounting, Financial Statements, Transactions

Lesson 2: Fundamentals of Tally.ERP 9
Introduction, Getting Functional with Tally.ERP 9, Setting up of Company in Tally.ERP 9, F11: Company Features, F12 : Configuration

Lesson 3: Creating Accounting Masters
Chart of Accounts, Groups, Ledgers, Walkthrough for Creating Chart of Accounts

Lesson 4: Accounting Vouchers
Receipt Voucher, Payment Voucher, Sales Voucher, Purchase Voucher, Journal, Contra, Debit Note & Credit Note. Making New Voucher Types, Special Vouchers – Memo Voucher, Reversing Journal, Postdated Voucher and Optional Vouchers.

Lesson 5:- Accounting Reports
Posting to Ledgers, Trial Balance, Statistics, Day Book, Cash Book and Bank Book, Profit and Loss Account, Balance Sheet, Outstanding Statements, Sales Register, Purchase Register, Debit Note Register, Credit Note Register, Journal Register etc.

Lesson 6:- Printing and Exporting of Reports

Lesson 7: Technological Features
Tally Vault, Security Controls, Backup and Restore, Split Company Data,   Printing Reports, Remote Access, Support Centre.

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