

## Lesson no. 1: Introduction of Tally

### Course Content-Tally ERP 9 (Basic Level Accounting)

1. Introduction of Tally
2. Terminology of Accounting
3. Accounts Introductions
  - ❖ Meaning of Account
  - ❖ Classification of Account
  - ❖ Rules of Accounting
4. Company Creation
  - ❖ Create Company
  - ❖ Alter & Delete Company
5. Main Functions in Master Menu
  - ❖ Group Introductions
6. How to Manage & Operate Groups
  - ❖ Create Groups
  - ❖ Display, Alter & Delete Groups
  - ❖ Charts of Account Groups
7. Ledgers Introductions
  - ❖ Ledger Creating
  - ❖ Display , Alter & Delete Ledgers
  - ❖ Ledger Exercise
8. Inventory Information
  - ❖ Create Stock Groups
  - ❖ Stock Group & Item Exercise
9. Transactions
  - ❖ Accounting Vouchers
  - ❖ Inventory Vouchers
10. Display
  - ❖ Trial Balance
  - ❖ Day Book
  - ❖ Account Books
  - ❖ Statements of Accounts
  - ❖ Inventory Books
  - ❖ Statements of inventory
11. Reports
  - ❖ Balance Sheet
  - ❖ Profit & Loss Accounts
12. Tally Shortcut Keys

## **1. Introduction of Tally ERP 9**

A Path Breaking Technology

Tally.ERP 9 – It's Fast, Powerful, Scalable... And very Reliable!

Tally.ERP 9 is the world's fastest and most powerful concurrent multilingual business Accounting and Inventory Management software. Tally. ERP 9, designed exclusively to meet the needs of small and medium businesses, is a fully integrated, affordable and highly reliable software. Built on the proprietary technology of Tally Solutions – C:MuLATE (Concurrent Multi – lingual Accelerated Technology Engine) – Tally.ERP 98 is a perfect fusion between the path-breaking Concurrent Multi-lingual Platform and an Object Oriented Database Engine. Technology on which someday all business accounting solutions will be built.

Tally.ERP 9 is easy to buy, quick to install, and easy to learn and use. Tally.ERP 9 is designed to automate and integrate all your business operations, such as sales, finance, purchasing, inventory, and manufacturing. With Tally.ERP 9, accurate, up-to-date business information is literally at your fingertips anywhere. The powerful new features and blazing speed and power of Tally.ERP 9 combine with enhanced MIS, Multi0lingual, Data Synchronization and Remote capabilities help you simplify all your business processes easily and cost-effectively.

### **Simply the Best**

The Tally.ERP 9 encompasses the following salient features:-

1. **Simplicity:** Tally.ERP 9 is simple, easy to setup and use. It also allows easy Keyboard operation. It requires basic knowledge of Accounts and English to use it.
2. **Speed:** Tally.ERP 9 provides the capability to generate instant and accurate reports, which assists the management to take timely and correct decisions for the overall productivity and growth of the company.
3. **Power:** Tally.ERP 9 allows the user to maintain multiple companies and with unlimited levels of classification & grouping capabilities. It also allows drill down facility from report level to transaction level.
4. **Flexibility:** Tally.ERP 9 provides flexibility to generate instant reports for any given period (month/year) or at any point of time besides providing the facility to toggle between Accounting & Inventory reports of the same company or between companies.
5. **Scalability:** Tally.ERP 9 suits tony style of business needs and eliminates the necessity for a business to change its style of operation, in order to adapt to the application.

6. Concurrent multi-lingual capability : Tally.ERP 9 offers you the exclusive capability of maintain you accounts in any Indian language, viewing them in another language and printing them in you another Indian language.
7. Real time processing: Immediate posting & updating of books of accounts as soon as the transaction are entered, thereby facilitating instant statements & Reports. It also facilities real-time multi-use environment.
8. Accounting without Codes: Tally.ERP 9 allows accounting with the regular names (the way you spell them or use in normal parlance) without any account codes.
9. Technical support: Timely support is available from our experts at the Tally Service Partners (TSPs).
10. Online Help: The Tally.ERP 9 online help (Alt+H) provides instant assistance on basic and advance features of any other relevant topics of Tally.ERP 9.
11. Tally.NET: is an enabling framework which establishes a connection through which the remote use can access the Client's data without copying / transferring the data.
12. Remote Access: Tally.ERP 9 provides remote capabilities to access the data from anywhere and anytime.
13. Control Center: works as an interface between the use and Tally.ERP 9 installed at different sites and enables the user to centrally configure and administer Site/User belonging to an account.
14. Support Center: allows a user can directly post his support queries on the functional and technical aspects of the Product.
15. Auditor's Edition: Tally.ERP 9 offer a special Auditors Edition of Tall.ERP 9 which provides auditing and compliance capabilities exclusively for Chartered Accountants.