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Tally Syllabus in Hinglish

1. Tally ki Basic Understanding

- **Introduction to Tally:** Tally kya hai, aur ye kis tarah se business ko accounting mein madad karta hai.
- **Features of Tally:** Ye software ki important features jaise GST, Inventory Management, Payroll, etc.
- **Tally ki versions:** Tally ERP 9, Tally Prime ka comparison aur features.

2. Tally Setup & Configuration

- **Tally ka Installation:** Tally ka software kaise install karein, aur initial setup kaise karein.
- **Company Creation:** Naye company ka record kaise banayein, accounting period set kaise karein.
- **Company Features:** Company ke features ko set karna jaise VAT, GST, Multi-currency options, etc.

3. Accounting Fundamentals in Tally

- **Ledgers ka concept:** Ledgers kya hote hain aur unhe Tally mein kaise create karein.
- **Groups ka concept:** Different types of groups (Assets, Liabilities, Income, Expenses, etc.) aur unka usage.
- **Journal Entries:** Accounting ka basic concept – kaise journal entries record ki jati hain.

4. Voucher Entry & Transactions

- **Cash & Bank Transactions:** Cash, bank transactions ka entry kaise karein (payment, receipt, contra entries).
- **Purchase & Sales:** Purchase aur sales vouchers ka entry kaise karein, including GST.

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- **Inventory Vouchers:** Inventory ke entries jaise stock ka purchase, sale, stock transfer, etc.

5. GST in Tally

- **GST Setup in Tally:** GST configuration kaise karein Tally mein, including GSTIN setup.
- **GST Reports:** GST ke reports kaise generate karein (GSTR-1, GSTR-2, GSTR-3B).
- **GST on Sales & Purchases:** Sales aur purchase par GST kaise apply hota hai aur voucher entry kaise karein.

6. Payroll in Tally

- **Employee Creation:** Tally mein employees ka record kaise banayein.
- **Salary Generation:** Employee salaries ka calculation aur payment kaise karein.
- **PF, ESI, and Other Deductions:** Provident Fund, ESI aur other statutory deductions ka calculation.

7. Bank Reconciliation

- **Bank Reconciliation in Tally:** Bank statement ke saath Tally mein account reconcile karna.

8. Inventory Management in Tally

- **Stock Management:** Goods ko stock mein add karna, remove karna aur track karna.
- **Stock Valuation:** Different stock valuation methods (FIFO, LIFO, etc.)
- **Multiple Stock Groups & Categories:** Goods ko multiple groups aur categories mein kaise manage karein.

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9. Reports in Tally

- **Financial Statements:** Profit & Loss account, Balance Sheet generate karna.
- **Day Book:** Transactions ko day-wise view karna.
- **Trial Balance:** Trial balance ka concept aur Tally mein iska report generate karna.
- **Other Reports:** Outstanding reports, GST reports, Sales/Purchase analysis, etc.

10. Advanced Tally Features

- **Multi-Currency Accounting:** Tally mein foreign currency transactions kaise manage karein.
- **Cost Centres:** Cost centres ka use karke detailed cost analysis karna.
- **Tally Customization:** Tally ko customize kaise karein according to business needs (like adding custom fields, etc.).

Practical Tips:

- Tally ko seekhne ke liye, aapko practice karna bohot zaroori hai. Aap demo data ya apne business ka data use karke different scenarios create kar sakte hain.
- Jab tak aap actual data ke saath kaam nahi karenge, tab tak real-world applications samajhna thoda mushkil ho sakta hai.

Additional Topics

- **Tally Prime Update:** Tally Prime mein naye updates aur features ke baare mein bhi seekhna zaroori hai.
- **Tally Cloud:** Tally ko cloud pe kaise use karein, aur uska benefit kya hai.