

# SYLLABUS



## CERTIFICATE COURSE IN TALLY.ERP9

1. CONCEPTS OF ACCOUNTING

2. TALLY.ERP9

a. COMPANY CREATION

b. ACCOUNTS CREATION – LEDGER

c. VOUCHER ENTRY

d. DISPLAY – ACCOUNT BOOKS, TRIAL BALANCE,  
DAY BOOK, LIST OF ACCOUNTS

e. REPORTS – BALANCE SHEET, PROFIT & LOSS  
ACCOUNT