

TALLY ERP.9 SYLLABUS

PART I

1. BASICS OF ACCOUNTING

Types of Accounts, Golden Rules of Accounting, Accounting Principles, Concepts and Conventions, Double Entry System of Book Keeping, Mode of Accounting, Financial Statements, Transactions, Recording Transactions

2. FUNDAMENTALS OF TALLY.ERP 9

- Getting Functional with Tally. ERP 9
- Creation / Setting up of Company in Tally .ERP 9

3: ACCOUNTING MASTERS IN TALLY.ERP 9

- F11:Features
- F12: Configurations
- Setting up Account Heads

4: INVENTORY IN TALLY.ERP 9

- Stock Groups
- Stock Categories
- Godowns / Locations
- Units of Measure
- Stock Items
- Creating Inventory Masters for National Traders

5: VOUCHER ENTRY IN TALLY.ERP 9

- Accounting Vouchers
- Inventory Vouchers
- Invoicing

6: ADVANCED ACCOUNTING IN TALLY.ERP 9

- Bill-wise Details
- Cost Centres and Cost Categories
- Voucher Class and Cost Centre Class
- Multiple Currencies
- Bank Reconciliation
- Interest Calculations
- Budgets & Controls
- Scenario Management
- Additional Cost Details
- Bill of Materials (BoM)
- Price Levels and Price Lists
- Stock Valuation
- Zero Valued Entries
- Inventory Ageing Analysis
- Different Actual and Billed Quantities

7: ADVANCED INVENTORY IN TALLY.ERP 9

- Order Processing
- Reorder Levels
- Tracking Numbers
- Batch Wise Details

PART II

8: VALUE ADDED TAX (VAT)

- Configuring VAT in Tally.ERP 9
- Creating Masters
- Entering Transactions
- Accounting for Return of Goods
- Rate Difference in Purchase / Sales
- Accounting for Interstate Transactions
- Exempt Transactions under VAT
- Purchases from Unregistered Dealers
- Claiming ITC on Capital Goods
- Inter-State Branch Transfers
- VAT Reports

9: CENTRAL SALES TAX (CST)

- Basics of Central Sales Tax (CST)
- Enabling CST in Tally.ERP 9
- Recording Interstate Transactions in Tally.ERP 9
- Payment of CST
- CST Reports

10: POINT OF SALE (POS)

- Features of Point of Sale (PoS) in Tally.ERP 9
- Configuring Point of Sale in Tally.ERP 9
- Entering POS Transactions
- POS Reports

11: JOB COSTING

- Configuring Job Costing In Tally.ERP 9
- Creating Masters for Job Costing
- Recording Transactions
- Job Costing Reports

12: MULTILINGUAL CAPABILITIES

- Configuring Tally.ERP 9 for Multilingual Capabilities
- Creating Masters
- Entering Transactions in Multiple Languages
- Transliteration
- Generating Reports

13: TECHNOLOGICAL ADVANTAGES OF TALLY.ERP 9

- Tally Vault
- Security Control
- Tally Audit
- Backup and Restore
- Split Company Data and Import of Data
- ODBC Connectivity
- Web Enabled, Print Preview and Online Help
- Printing of Reports and Cheques

14: TALLY.NET AND REMOTE CAPABILITIES

- Overview of Tally.NET
- Configure Tally.NET Features
- Connect Company on Tally.NET
- Create Remote Users
- Authorise Remote Users
- Remote Access

15: APPLICATION MANAGEMENT AND CONTROLS

- Concept of Control Centre
- Installing & Activating Tally.ERP 9
- Logging to Control Centre

16: ONLINE HELP AND SUPPORT

- Features of Support Centre
- Accessing the Support Centre
- Using Support Centre

PART III

17: GOODS & SERVICE TAX (GST)

- Basics of GST
- Configuring Tally.ERP 9 for GST
- Creating Masters
- Entering Transactions
- Accounting for Advance Receipts
- Accounting for Opening GST Credit
- Payment of GST
- Reports

18: TAX DEDUCTED AT SOURCE

- Basic concepts of TDS
- Configuring TDS in Tally.ERP 9
- Creation of Masters
- Processing Transactions
- TDS Reports

19: TAX COLLECTED AT SOURCE

- Basic Concepts of TCS
- Configuring Tally.ERP 9 for TCS
- Creating Masters
- Entering Transactions
- TCS Reports

20: EXCISE FOR DEALERS

- Basic Concepts
- Salient Features of Dealer Excise
- Enabling Dealer Excise in Tally.ERP 9
- Creating Masters
- Entering Transactions
- Excise Reports

- Sales & Purchase Extract

21: EXCISE FOR MANUFACTURERS

- Basic Concepts of Excise Duty
- Configuring Excise in Tally.ERP 9
- Creation of Masters
- Processing Transactions
- Excise Reports

22: PAYROLL ACCOUNTING AND COMPLIANCE

- Configuring Payroll in Tally.ERP 9
- Creating Payroll Masters
- Processing Payroll in Tally.ERP 9
- Accounting for Employer PF Contributions
- Accounting for Employer ESI Contributions
- Payment of Professional Tax
- Generating Payroll Reports