

Tally ERP/Prime Syllabus

Basic of Accounting

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

1. Fundamentals of Tally.ERP9

- Getting Functional with Tally.ERP9
- Creation / Setting up of Company in Tally.ERP9

2. Accounting Masters in Tally.ERP9

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

3. Inventory in Tally.ERP9

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

4. Vouchers Entry in Tally

- Accounting Vouchers
- Inventory Vouchers
- Invoicing

5. Advanced Accounting in Tally

- Bill-wise Details
- Cost Centers and Cost Categories
- Voucher Class and Cost Center Class
- Multiple Currencies
- Bank Reconciliations
- Interest Calculations
- Budgets & Controls
- Scenario Management

6. Advanced Inventory in Tally

- Order Processing
- Re order Levels
- Tracking Numbers
- Batch-wise Details
- Additional Cost Details
- Bill of Materials (BOM)
- Price Levels and Price List
- Stock Valuation
- Zero Valued Entries
- Inventory Ageing Analysis
- Different Actual Billed Quantities

7. Point of sales

- Features of point of sales (POS) in Tally.ERP9
- Configuring Point of sales in Tally.ERP9
- Entering POS Transactions
- POS Reports

8. Job Costing

- Configuring Job Costing In Tally.ERP9
- Creating Masters for Job Costing
- Job Costing Reports

9. Multilingual Capabilities

- Configuring Tally.ERP9 for Multilingual Capabilities
- Creating Master
- Entering Transactions in Multiple Languages
- Transliteration
- Generating Reports

10. Technical Advantages of Tally

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

11. 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
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12. Application Management and control

- Concept of Control Centre
- Installing & Activating Tally.ERP9
- Logging to Control Centre
- Managing Accounts using Control Centre
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13. Online Help and Support

- Features of Support Centre
- Accessing the Support Centre
- Using Support Centre
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- Basics of Service Tax
- Configuring Tally.ERP9 for Service Tax
- Creating Masters
- Entering Transactions
- Accounting for Advances Receipts
- Accounting for Opening Service Tax Credit
- Payment of Service Tax
- Service Tax Reports

14. Tax Deducted at source

- Basic Concepts of TDS
- Configuring TDS in Tally.ERP9
- Creation of Masters
- Processing Transactions
- TDS Reports

15. GST –Goods And Service Tax

- Silent features of GST in Tally ERP9
- Basic Concepts of GST
- SGST, CGST, IGST
- GST Features in Tally, GST Configurations
- GST: Ledgers, Stock creation with Configuration
- GST: Voucher Transactions
- GST Reports : GSTR1,2, etc.....

16. Payroll Accounting & compliance

- Configuring Payroll in Tally.ERP9
- Creating Payroll Masters
- Processing Payroll in Tally.ERP9
- Generating Payroll Reports