

TALLY.ERP9 SYLLABUS

BASIC OF ACCOUNTING

2hr

- Introduction
- Types of Accounts
- Accounting Principles or concepts
- Mode of Accounting
- Rules of Accounting
- Double entry system of book keeping

FUNDAMENTALS OF TALLY.ERP 9

2hr

- Introduction of Tally.ERP 9
- History of tally
- Versions of tally
- Company Features
- Configuration
- Getting functions with Tally.ERP9
- Creation / setting up of Company in Tally.ERP9

ACCOUNTING MASTERS IN TALLY.ERP9

1hr

- Chart of Groups
- Groups
- Multiple Groups
- Ledgers
- Multiple Ledgers

INVENTORY MASTERS IN TALLY.ERP9

1hr

- Stock Groups
- Multiple Stock Groups
- Stock Categories
- Multiple Stock Categories
- Units of Measure
- Godowns
- Stock Items

VOUCHERS ENTRIES IN TALLY.ERP9

2hr

- Introduction
- Types of Vouchers
- Chart of Vouchers

- Accounting Vouchers
- Inventory Vouchers
- Invoicing

ADVANCE ACCOUNTING IN TALLY.ERP9

- Bill wise details 2hr
- Cost centers and Cost Categories 2hr
- Multiple currencies 2hr
- Interest calculations 2hr
- Budget and controls 2hr
- Scenario management 2hr
- Bank Reconciliation 2hr

ADVANCE INVENTORY IN TALLY.ERP9

- Order Processing 2hr
- Recorder Levels 2hr
- Batch-wise details 2hr
- Bill of Materials 4hr
- Batch-Wise Details 2hr
- Different Actual and Billed Quantities 2hr
- Price Lists 2hr
- Zero Valued Entries 1hr
- Additional cost details. 1hr
- POS 1hr

TAXES IN TALLY.ERP9

- VAT 2hr
- Vat Repots
- CST 2hr
- Vat Repots
- TDS 2hr
- TDS Repots
- TCS 2hr
- TCS Repots
- EXCISE 2hr
- Excise Repots

- SERVICE TAX 2hr
- Service Tax Repots

TECHNOLOGICAL ADVANTAGES IN TALLY.ERP9 2hr

- Tally vault
- Security controls
- Tally audit
- Backup and restore
- Split company data
- Import and export of data
- Printing Reports and Cheques
- Create Company Logo

PAYROLL ACCOUNTING IN TALLY.ERP9 4hr

GENERATING REPORTS IN TALLY.ERP9 2hr

- Financial Statements
 - Trading Account
 - Profit & Loss Account
 - Balance Sheet
- Accounts Books and Reports
- Inventory Books and Reports
- Exception Reports
- Statutory Reports
- Payroll Reports
- Trail balance
- Day Book
- List of Accounts
- Stock Summary