

TALLY.ERP 9



IT EDUCATION
CENTRE

1. 0 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

2.0 Fundamentals of Tally.ERP 9

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

3.0 Accounting Masters in Tally.ERP 9

F11:Features
F12 : Configurations
Setting up Account Heads

4.0 Inventory in Tally.ERP 9

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

5.0 Voucher Entry in Tally.ERP 9

Accounting Vouchers
Inventory Vouchers
Invoicing



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6.0 Advanced Accounting in Tally.ERP 9

Bill-wise Details
Cost Centres and Cost Categories
Multiple Currencies
Bank Reconciliation

7.0 Advanced Inventory in Tally.ERP 9

Order Processing
Tracking Numbers
Additional Cost Details
Bill of Materials (BoM)
Stock Valuation
Zero Valued Entries
Inventory Ageing Analysis
Different Actual and Billed Quantities

8.0 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
VAT for Composite Dealers



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9.0 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

12.0 Multilingual Capabilities

Configuring Tally.ERP 9 for Multilingual Capabilities

Creating Masters

Entering Transactions in Multiple Languages

Transliteration

Generating Reports

13.0 Technological Advantages of Tally.ERP 9

TallyVault

Security Control

Tally Audit

Backup and Restore

Split Company Data

Export and Import of Data

Printing of Reports and Cheques



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14.0 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

15.0 Application Management and Controls

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

16.0 Online Help and Support

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

17.0 Service Tax

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

18.0 Tax Deducted at Source

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



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19.0 Excise for Dealers

- Basic Concepts
- Creating Masters
- Entering Transactions
- Excise Reports
- Sales & Purchase Extract

20.0 Payroll Accounting and Compliance

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



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