

## **TALLY.ERP 9 SYLLABUS**

### **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

## **7: Advanced Inventory in Tally.ERP 9**

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

## **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
- VAT for Composite Dealers

## **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
- Export 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
- Managing Accounts using Control Centre

### **16: Online Help and Support**

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

### **17: 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: 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 forDealers**

- 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 forManufacturers**

- 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