TALLY.ERP 9

Tally

POWER OF SIMPLICITY

Tally. ERP 9

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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

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 Dedu ted 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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