

# Tally.ERP9

## Curriculum

### **COURSE DURATION: 3 Months**

- Fundamentals of Accounting and Tally.ERP 9
- Creating Masters in Tally.ERP 9
- Voucher Entry and Generation of Reports
- Tally Vault and Security Controls
- Export, Import and Splitting of Data
- ODBC Connectivity
- Printing Reports
- Advanced Accounting and Inventory in Tally.ERP 9
- Job Costing and Job Order Processing
- Installing & Activating Tally.ERP 9
- Value Added Tax (VAT)
- Central Sales Tax (CST)
- Tax Deducted at Source
- Service Tax
- Excise for Dealers
- Excise for Manufacturers
- Payroll Accounting and Compliance in Tally.ERP 9

### **GOOD TO KNOW:**

- Multilingual Capabilities
- Backup and Restore
- Tally.NET and Remote Capabilities
- Managing Accounts using Control Centre
- Online Help and Support

### **LEARNING OUTCOMES:**

#### **At the end of the course, you will**

- Have an understanding of basic Accounting concepts and principles
- Be able to generate Accounting and Inventory Masters, Vouchers and Basic Reports in Tally
- Have an understanding of Advanced Accounting and Inventory in Tally.ERP 9
- Get familiar with the Technological Advantages of Tally including Multilingual Capabilities, Remote Access, Security Features and Tally.NET
- Have an understanding of basic concepts and practical application of VAT, CST, TDS and Service Tax
- Have an overview of basic concepts of Excise for Dealers and Manufacturers
- Be able to generate Excise Reports as per the prescribed formats

- Conveniently file for E-Return
- Have an understanding of the concept and features of Payroll Accounting
- Be able to generate Payroll reports

#### **OPPORTUNITIES AVAILABLE:**

- Tally.ERP 9 Professional
- Purchase Executive / Purchase Manager
- Sales Executive / Head Sales
- Stores In charge / Materials Manager
- Payroll Executive / HR Expert
- Accounts Executive / Accountant

#### **TABLE OF CONTENTS:**

##### **VOLUME 1**

##### **VI - LI**

##### **Basics of Accounting**

- Introduction
- Accounting Principles, Concepts and Convention
- Double Entry System of Book Keeping
- Types of Accounts
- Golden Rules of Accounting
- Mode of Accounting
- Financial Statements
- Recording Transactions of Sample Data

##### **VI - L2**

##### **Fundamentals of Tall.ERP 9**

- Introduction - Getting Functional with Tally.ERP 9
- Creation / Setting up of Company in Tally.ERP 9
- Company Features
- Configurations

##### **VI - L3**

##### **Creating Accounting Masters in Tally.ERP 9**

- Chart of Accounts
- Groups
- Ledgers
- Walkthrough for creating Chart of Accounts
- Practice Exercises

##### **VI - L4 Creating Inventory Masters in Tally.ERP 9**

- Stock Group - Stock Categories
- Units of Measure
- Godowns

- Stock Items
- Voucher Types
- Walkthrough for creating Inventory Masters
- Practice Exercises

#### **VI - L5 Voucher Entry in Tally.ERP 9**

- Accounting Vouchers
- Walkthrough for recording Accounting Vouchers
- Inventory Vouchers
- Walkthrough for recording Inventory Vouchers
- Invoicing - Practice Exercises

#### **VI – L6 Generating Basic Reports in Tally.ERP 9**

- Financial Statements
- Accounting Books & Registers
- Inventory Books & Reports
- Exception Reports
- Practice Exercises

#### **VI – L7**

##### **Multilingual Capabilities**

- Configuring Tally.ERP 9 for Multilingual Capabilities
- Creating Masters
- Entering Transactions
- Transliteration
- Generating Reports

#### **VI – L8**

##### **Technological Advantages of Tally.ERP 9**

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

## **VOLUME 2**

### **V2 - L1**

#### **Advanced Accounting in Tally.ERP 9**

- Bill-wise Details
- Cost Centres and Cost Categories

- Voucher Classes
- Cost Centre Class
- Multiple Currencies
- Interest Calculation
- Budgets & Controls
- Scenario Management
- Banking - Stock Summary
- Trial Balance
- Practice Exercises

## **V2 - L2**

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

- Order Processing
- Reorder Levels
- Tracking Numbers
- Batch-wise Details
- Additional Cost Details
- Bill of Material (BOM)
- Price Levels and Price Lists
- Stock Valuation
- Zero Valued Entries
- Inventory Ageing Analysis
- Different Actual and Bill Quantities

## **V2 – L3 Job Costing - Configuring Job Costing in Tally.ERP 9**

- Creating Masters for Job Costing
- Recording Transactions
- Job Costing Reports V2
- L4 Job Order Processing
- Features of Job Order Processing in Tally.ERP 9
- Configuring Job Order Processing in Tally.ERP 9
- Job Order Processing - Job Order Reports

## **V2 – L5**

### **Tally.NET and Remote Capabilities**

- Overview of Tally.NET
- Configure Tally.NET Features
- Connect Company on Tally.NET Features
- Create Remote Users
- Authorize Remote Users
- Remote Access

## **V2 – L6**

### **Application Management and Controls**

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

## **V2 – L7**

### **Online Help and Support**

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

## **VOLUME 3**

### **V3 – L1**

#### **Value Added Tax (VAT)**

- Basic Concepts in VAT
- Configuring VAT in Tally.ERP 9
- Creating Masters
- Entering Transactions
- Accounting for Return of Goods
- Rate Difference in Purchase / Sales
- Accounting for Interest Transactions
- Exempt Transaction under VAT
- Purchase from Unregistered Dealers
- Claiming ITC on Capital Goods
- Inter State Branch transfers
- VAT Reports - Practice Exercises
- VAT for Composite Dealers

### **V3 – L2 Central Sales Tax (CST)**

- Basic of Central Sales Tax (CST)
- Enabling CST in Tally.ERP 9
- Recording Interstate Transactions in Tally.ERP 9
- Payment of CST
- CST Reports
- Practice Exercises

### **V3 – L3**

#### **Tax Deducted at Source**

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

### **V3 – L4**

## **Service Tax - Basic of Service Tax**

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

## **VOLUME 4**

### **V4 – L1**

#### **Excise for Dealers**

- Basic Concepts
- Enabling Dealer Excise in Tally.ERP 9
- Creating Masters
- Recording Transactions
- Excise Repots
- Accounting for Returns of Goods

### **V4 – L2**

#### **Excise for Manufactures**

- Basic Concepts of Excise Duty
- Configuring Excise in Tally.ERP 9
- Creation of Masters
- Recording Transactions
- Excise Reports

## **VOLUME 5**

### **V5 – L1**

#### **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
- Accounting for Income Tax
- Payment of Professional Tax
- Generating Payroll Reports