Tally ERP9 Course Content

- Accounts basics
- Type of Accounts
- Golden Rules
- Accounting Principle
- Concepts & Convention
- Double Entry System
- Mode of Accounting
- Financial Statements
- Transactions

Advantages and Features of Tally and their uses

- Accounting Features
- Inventory Features
- Statutory & Taxation Features
- Getting Functional with Tally
- Starting, Convention and Exiting

Company

- Creation
- Opening
- Modification
- Deletion
- Closing & Selection the Company

Set-up of Group, Ledger and Voucher Type

- Assets, Liabilities, Income & Expenses
- Creating Group, Multiple Group, Altering, Permanently Deleting & Displaying Group
- Creating Single, Purchase, Sales, Expenses, Income and Party Ledger
- Creating Bank Account
- Creating Duties and Taxes Ledger
- Creating Current Assets/Liabilities & Multiple Ledger
- Displaying, Altering & Deleting Ledger
- Voucher Type (Contra, Payment, Receipt, Sales, Journal, Credit Note, Purchase, Debit Note & Memo Vouchers)
- Altering a voucher type

Inventory / Items & Goods/Stock

- Creating, Modifying, Displaying, Deleting a Single stock Group & Item

VAT

- Terms associated with VAT
- Calculation of VAT
- VAT on Tally 9
- VAT adjustment for journal
- Vat adjustment against Tax Payable
- Entry for Payments of VAT Liability
- Central Sales Tax (CST)
- Inter States Sales
- Activating CST in Tally
- Creating a CST payment voucher
- Sales of Exempted Goods
- Sales of VAT on MRP Goods
- MRP in stock item master
- Creating Sales Invoice for VAT on MRP
- Creating Purchase Invoice for VAT on MRP
- Tax Invoice with MRP details

Advanced Inventory Vouchers

- Order Processing
- Re-Order Processing
- Tracking Numbers
- Batch wise details
- Bill of Materials (BOM)
- Price Level & Price Lists
- Displaying Stock Summary
- Zero valued Entries
- Physical Stock Voucher
- Rejection IN
- Rejection OUT
- Stock Journal

Advanced Usage Voucher in Tally

- Maintain Bill-wise Details

- Cost Center and Cost Category
- Interest Calculation
- Reversing Journal
- Post-Dated Voucher
- Memo (Memorandum) Voucher
- Optional Voucher

Reporting Balance Sheet

- Profit & Loss Account
- Stock Summary
- Trial Balance
- Day Book

Books of Accounts / Inventory

- Cash Book
- Petty Cash Book
- Bank Book
- Journal Register
- Ledger
- Group Summary
- Group Voucher
- Purchase Register
- Sales Register

Statement of Accounts

- Outstanding
- Ledger-wise view of Outstanding Reports
- Group (Outstanding)
- Interest Calculations
- Interest Receivable
- Interest Payable
- Cost Centers
- Cost Category Summary
- Group Break-Up
- Statistics
- Inventory Books
- Inventory Group Summary
- Stock Transfers

- Physical Stock Register
- Sales Order Book
- Purchase Order Book
- Statutory Reports
- List of Accounts (Chart of Accounts)
- Exception Reports
- Negative Stock
- Negative Ledgers
- List of Memorandum Vouchers
- List of Reversing Journal
- List of Optional Voucher

Printing Reports

- Using the Print Button
- Multi-Accounting Printing

MIS and Other Reports

- Receivable and Payable Statement Report
- Ageing Report
- Godown wise Stock Report
- Movement Analysis
- Transaction wise Profitability Analysis
- Stock Summery
- Bank Reconciliation
- Stock Category wise Report
- Sales Order Pending Register
- Purchase Order Pending Register
- Sales Bill Pending Register
- Product Register

Utility

- Back Up / Restore
- Split Company Data
- How to Split Financial Years
- Tally Vault
- Exporting Master Data
- Importing Data
- Consolidation of Companies

- Create a Group Company
- Password or Security Control
- Types of Security (security or authority levels)
- Users and Passwords
- Enabling Cheque Printing
- Printing Cheques
- Credit Limits
- Setting Credit Limits
- Exceeding Credit Limits

ADVANCED FEATURES & UTILITIES IN TALLY.ERP 9

- Bills of Materials (BOM)
- Service Tax
- Interest Calculations
- Voucher Classes & Voucher Types (Creations)
- Point of Sale (POS Invoicing)
- TCS (Tax Collected at Source)
- FBT (Fringe Benefit Tax)

PAYROLL

- Enabling Payroll
- Create Payroll Master
- Create Pay Heads
- Create Employee Groups
- Create Employee Masters
- Create Salary Details
- Record Attendance Voucher
- Payment of Salaries through Payroll Vouchers
- View Payroll Reports

Short-Cut Keys

- Functions Keys
- Special Key Combinations
- Special Function Key Combination
- Key Combination used for Navigation