

Tally ERP 9 Training Syllabus

BASIC OF ACCOUNTING

- Introduction
- Types of Accounts
- Accounting Principles or concepts
- Mode of Accounting
- Rules of Accounting
- Double entry system of bookkeeping

FUNDAMENTALS OF TALLY.ERP 9

- Introduction to Tally.ERP 9
- History of tally
- Versions of tally
- Company Features
- Configuration
- Getting functions with Tally.ERP9
- Creation / setting up of Company in Tally.ERP9

ACCOUNTING MASTERS IN TALLY.ERP9

- Chart of Groups
- Groups
- Multiple Groups
- Ledgers
- Multiple Ledgers

INVENTORY MASTERS IN TALLY.ERP9

- Stock Groups
- Multiple Stock Groups
- Stock Categories
- Multiple Stock Categories
- Units of Measure
- Godowns
- Stock Items

VOUCHERS ENTRIES IN TALLY.ERP9

- Introduction
- Types of Vouchers
- Chart of Vouchers
- Accounting Vouchers
- Inventory Vouchers
- Invoicing

ADVANCE ACCOUNTING IN TALLY.ERP9

- Bill-wise details
- Cost centers and Cost Categories
- Multiple currencies
- Interest calculations
- Budget and controls
- Scenario management
- Bank Reconciliation

ADVANCE INVENTORY IN TALLY.ERP9

- Order Processing
- Recorder Levels
- Batch-wise details
- Bill of Materials
- Batch-Wise Details
- Different Actual and Billed Quantities
- Price Lists
- Zero-Valued Entries
- Additional cost details
- POS

TAXES IN TALLY.ERP9

- GST
- Meaning
- Concepts
- Rates
- Process of Accounting
- Returns and meaning
- Filing Returns

TECHNOLOGICAL ADVANTAGES IN TALLY.ERP 9

- Tally vault
- Security controls
- Tally Audit
- Backup and restore
- Split company data
- Import and export of data
- Printing Reports and Cheques
- Create Company Logo

PAYROLL ACCOUNTING IN TALLY.ERP9

GENERATING REPORTS IN TALLY.ERP9

- Financial Statements
- Trading Account
- Profit & Loss Account
- Balance Sheet
- Accounts Books and Reports

- Inventory Books and Reports
- Exception Reports
- Statutory Reports
- Payroll Reports
- Trial balance
- Day Book
- List of Accounts
- Stock Summary