

TALLY ERP 9

Module 1: Introduction to Financial Accounting

- Accounting Concepts

Module 2: Financial Accounting Basics

- Company Creation
- Accounts Configuration
- Accounts Classification
- Accounts Master Creations
- Voucher Types and Classes
- Accounts Vouchers

Module 3: Financial Accounting Advanced

- Final Accounts
- Bank Reconciliation Statement

Module 4: Inventory

- Introduction to Inventory
- Stock Groups
- Stock Categories
- Stock Item
- Reorder Levels
- Locations / Go downs
- Units of Measure
- Price List

- **Tariff classification**
- **Dealer Excise opening stock**
- **Pure Inventory Voucher**
- **Entry of Pure Inventory Voucher**
- **Bill of Material**
- **Purchase and Sales Order**
- **Invoice Entry**
- **Foreign Exchange Transactions**

Module 5: Business Management

- **New Year Books**
- **MIS Reports**
- **Budget Management**
- **Scenario Management**

Module 6: Document Printing

- **Printing**
- **Printing Configuration for Vouchers**
- **Printing Reports**
- **Printing of Inventory Reports**

Module 7: Software Maintenance & Upgrades

- **Upgrades**
- **Data Maintenance**
- **Import & Export of Data**
- **Security**

Module 8: TDS

- Introduction to Tax Deducted at Source (TDS)
- TDS in Tally
- TDS Masters
- Vouchers / Transactions
- Advance to a Party
- TDS Reports
- TDS Return
- TDS E-Return
- TDS Outstanding
- Exception Report

Module 9: VAT - Value Added Tax

- Introduction to VAT
- VAT Masters
- Vouchers and Transactions
- VAT on MRP
- VAT Computation

Module 10: Service Tax

- Introduction to Service Tax
- Service Tax in Tally
- Creating Masters
- Voucher Creations
- Service Tax Reports

Module 11: Introduction to Payroll

- Introduction to Payroll

- Payroll
- Payroll Information
- Employee Group
- Employee
- Salary Details
- Units
- Attendance / Production Type
- Voucher Types in Pay Roll
- Payslip

Module 12: Tally with Excise Duty

- Introduction to Excise Duty
- Excise Duty in Tally
- Creating Masters
- Voucher Creations
- Dealer Excise Opening Stock

Module 13: Tally with GST

- Activate GST
- Introduction to GST
- GST in Tally
- Creating Masters
- Voucher Creations
- Purchase Voucher with GST
- Sales Voucher with GST
- GST Returns and Payment
- GSTReports
- Set up tax rates
- Update or create ledgers as required.

- Update stock items, and stock groups to
- include GST details.
- Update sales and purchase ledgers to
- use in GST transactions.
- Update party GSTIN/UIN for parties
- buying from you or selling items to you.
- Create GST tax ledgers to calculate
- taxes in transactions.
- Create income and expense ledgers
- Recording Sales
- Recording Purchases
- Project