



Tally

POWER OF SIMPLICITY

Tally.ERP 9 at a Glance

DON'T JUST BECOME DATA ENTRY OPERATOR IN TALLY

LEARN COMPLETE ACCOUNTING AND TAXATION SYSTEM WITH OUR INDUSTRY EXPERTS

TALLY ERP.9 WITH GST AND DIRECT TAXATION SYLLABUS

ACCOUNTS WITH INVENTORY

Module 1: Introduction

- ❖ What is Accounting
- ❖ Accounting Standards & Concept
- ❖ Golden Rule of Accounting
- ❖ Rules of Debit & Credit

Module 2: Introduction to Tally ERP.9

- ❖ Creation of company
- ❖ Selecting the company
- ❖ Altering and Shutting Company
- ❖ Taking Backup
- ❖ Restore the company
- ❖ Split company data

Module 3: Gateway of Tally

- ❖ Accounts Info
- ❖ Creating Ledgers
- ❖ Creating Multiple Ledgers
- ❖ Displaying & Altering Ledgers

Module 4: Creating Accounting Vouchers

- ❖ Payment Voucher
- ❖ Receipt Voucher
- ❖ Contra Voucher
- ❖ Journal Voucher

Module 5: Recording of Purchase & Sales Transactions

- ❖ Purchase Entry
- ❖ Debit Note Mode
- ❖ Sales Entry
- ❖ Credit Note Mode

Module 6: Day Book

- ❖ Understanding Day Book Reports
- ❖ Altering and Deleting Entries

Module 7: Additional Features of Accounting

- ❖ Interest Calculation
- ❖ Interest calculation transaction wise
- ❖ Multi-Currency mode
- ❖ Language Configuration

Module 8: Reports

- ❖ Analysis of various financial Reports
- ❖ Profits & Loss Account
- ❖ Balance Sheet
- ❖ Cash Flow/Fund Flow
- ❖ Ratio Analysis

Module 9: Inventory Info

- ❖ Understanding Inventory
- ❖ Inventory Configuration & Features
- ❖ Integrating Accounts and inventory
- ❖ Creating Stock Groups
- ❖ Creating Stock Items
- ❖ Creating Godown
- ❖ Practical on Stock Category
- ❖ Creating Units of Measure

Module 10: Purchase with Inventory

- ❖ Recording Purchase Invoice with Inventory
- ❖ Debit Note with Inventory

- ❖ Purchase Order Processing
- ❖ Create a Purchase order
- ❖ Receipt Note Voucher
- ❖ Rejections Outward

Module 11: Sales with Inventory

- ❖ Recording Sales with Inventory
- ❖ Credit Note with Inventory
- ❖ Sales order Processing
- ❖ Rejections Inward
- ❖ Delivery Note

Module 12: Creating Inventory Vouchers

- ❖ Transfer of Inventory from one branch to another.
- ❖ Physical Stock Verification

Module 13: Inventory Reports

- ❖ Stock Summary
- ❖ Stock Reports
- ❖ Material Inward Report
- ❖ Material Consumption Report

Module 14: Export/Import of Data

- ❖ Export Data in Excel Format
- ❖ Export Data in XML Format
- ❖ Export Data in PDF Format
- ❖ Export Data in HTML Format
- ❖ Import Data

PAYROLL IN TALLY

Module 1: Introduction

- ❖ Payroll Info
- ❖ Creating Employee groups
- ❖ Creating Payroll Unit
- ❖ Creating Employees

Module 2: Attendance/Production Types

- ❖ Recording Present
- ❖ Recording Absent
- ❖ Recording Overtime
- ❖ Recording the data of leaves/sick leaves/ casual leaves etc.

Module 3: Creating Pay heads

- ❖ Earning Pay heads
- ❖ Bonus Pay Head
- ❖ Overtime based earning pay heads
- ❖ Employee Deductions Pay head
- ❖ Employee's statutory deductions pay head-EPF
- ❖ Employer's Statutory Contribution Pay heads-EPF/ESI/EPF

Module 4: Payroll Vouchers

- ❖ Recording complete Attendance
- ❖ Recording payroll
- ❖ Payment of salary

Module 5: Payroll Reports

- ❖ Generating Pay Slip
- ❖ Pay sheet of all employees
- ❖ Payroll Register
- ❖ Employee Profile
- ❖ Employee Head Count
- ❖ Attendance Sheet
- ❖ Attendance Register

Module6: Statutory Reports in Payroll

- ❖ Provident Fund Report
- ❖ Gratuity Report
- ❖ Payroll Statutory Reports
- ❖ Income Tax Computation
- ❖ ESI Report
- ❖ Exception reports

DIRECT TAXATION IN TALLY

Module1: Brief Introduction

- ❖ What is Direct Taxation
- ❖ Income Tax Slab Rate
- ❖ Computation of Income under various heads
- ❖ Set off of Income from one head to another
- ❖ Calculation of Tax on Taxable Income
- ❖ Deductions under section 80C to 80U

Module 2: Tax deducted at Source (TDS)

- ❖ Introduction to TDS
- ❖ Learning TDS from Section 192 to Section 195
- ❖ TDS Payment Due Date
- ❖ TDS Return Filing
- ❖ Practical Cases on TDS
- ❖ TDS Reports
- ❖ TDS Challan
- ❖ TDS payment

Module 3: Tax Collected at Source (TCS)

- ❖ Introduction to TCS
- ❖ Applicability of TCS on various transactions
- ❖ Recording TCS entries in Tally
- ❖ TCS Payment
- ❖ TCS Challan
- ❖ TCS returns & Forms
- ❖ TCS Reports

Module 4: Filing Income Tax Return

- ❖ Learning Registration under Income tax website
- ❖ Preparing Computation of income
- ❖ Filing Income Tax Return on Income Tax Website

GOODS & SERVICE TAX IN TALLY (GST)

Module 1: Introduction

- ❖ What is GST
- ❖ Taxes subsumed under GST
- ❖ Rates under GST
- ❖ HSN/SAC in GST

Module 2: Supply under GST

- ❖ What constitutes Supply
- ❖ Inter-State Supply
- ❖ Intra-State Supply
- ❖ Time/Place/value of Supply

Module 3: Invoicing under GST

- ❖ Tax Invoice
- ❖ Bill of Supply
- ❖ Contents of Invoice
- ❖ Due Date of Issuing Invoice

Module 4: Entries of GST in Tally.ERP9

- ❖ Activating Tally in GST
- ❖ GST Taxes & Invoices
- ❖ Creating GST Masters in Tally

Module 5: Recording Purchase with GST

- ❖ Intra-State Purchase
- ❖ Inter-Sate Purchase
- ❖ Purchase Entry for Unregistered Dealer in Tally
- ❖ RCM Entry in Tally

Module 6: Recording Sales with GST

- ❖ Intra-State Sale
- ❖ Inter-state Sale
- ❖ Printing GST Invoice from Tally.ERP9

Module 7: GST Reports

- ❖ GSTR-1 in Tally.ERP9
- ❖ Creating GSTR-1 in Excel
- ❖ Creating JSON file of GSTR-1
- ❖ GSTR-2 in Tally.ERP9
- ❖ GSTR-3B in Tally.ERP9
- ❖ Creating GSTR-3B in Excel
- ❖ Creating JSON file of GSTR-3B