

Module 1 – User Interface and Company Management

User Interface and Company Management	Introduction to Tally ERP9 Installing Tally ERP9 License Server Creating a Company Data Path for Tally ERP9 Companies Altering and Deleting Company Gateway of Tally and User Interface
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Module 2 – Accounting Master Ledgers

Masters –Ledgers	Understanding Ledgers Creating Ledgers Creating Multiple Ledgers Altering and Deleting Ledgers Practical Examples
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Module 3 – Accounting Master Groups

Masters –Groups	Understanding Groups Creating Groups Altering and Deleting Groups Practical Examples
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Module 4 – Bill wise Debtors and Creditors Ledgers

Bill wise Debtors and Creditors Ledgers	Using Practice Files Configuring Bill wise Details Examples on Creating Bill wise Ledgers Bill wise Reporting
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Module 5 – Accounting Vouchers

Accounting Vouchers	Vouchers Configuration Using of Voucher in Double Entry Mode Contra Voucher Payment Voucher Receipt Voucher Journal Voucher Voucher Class & Configuration
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Module 6 – Cost Centres and Cost Categories

Cost Centres and Cost Categories	Understanding & Implementation of Cost Centres Practical Examples Understanding & Implementation of Profit Centres Practical Examples Cost Centre & Category wise Reporting
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Module 7 – Budget and Control

Budget and Control	Budget Masters and Configuration Budget Reporting and Analysis Practical Examples
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Module 8 – Multi-Currency

Multi-Currency	Configuring & Implementation of Multiple Currencies Entries for Foreign Transactions Forex Gain and Loss Fluctuation Reporting
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Module 9 – Interest Calculation

Interest Calculation (Auto Mode)	Activating & Implementation of Interest Calculation Simple & Compound Interest Calculation Aging wise Outstanding Report Interest Receivable & Payable Report Practical Examples
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Module 10 – Credit Limit

Credit Limit	Configuration & Implementation of Credit Limit Credit Limits for Customers Practical Examples
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Module 11 – Reversing and Optional Vouchers

Reversing and Optional Vouchers	Reversing & Optional Voucher Management Reversing & Optional Voucher Reporting Practical Examples
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Module 12 – Banking Feature

Banking Feature	Auto Cheque Printing Bank Reconciliation Process & Implementation Banking Report Negative Balance Report
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Module 13 – Other Accounting Feature

Other Accounting Feature	Zero-Valued Entries Multi Mailing Address Company Logo
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Module 14 – Inventory Master Creation

Other Accounting Feature	Zero-Valued Entries Multi Mailing Address Company Logo
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Module 15 – Inventory Vouchers

Recording of Inventory Vouchers	Sales & Purchase Debit Note & Credit Note Stock Journal Manufacturing Journal Physical Stock
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Module 16 – Billing Features

Billing Features	Zero Valued Entries Different Billing and Actual Quantity Additional Cost of Purchase Discount Column on Invoices
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Module 17 – Price Level & Price List

Price Level & Price List	Price Level & Listing Masters & Implementation Customize Price Level Customize Price Listing Practical Examples
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Module 18 – Purchase Order Processing

Purchase Order Processing	Purchase Order Process Purchase Order Voucher with Examples Receipt Note (Inventory) with Examples Rejection-Out Voucher with Examples Pre-Closure of Order
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Module 19 – Sales Order Processing

Sales Order Processing	Sales Order Process Sales Order Voucher with Examples Delivery Note (Inventory) with Examples Rejection-IN Voucher with Examples Pre-Closure of Order
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Module 20 – Manufacturing Vouchers

Manufacturing Vouchers	Bills of Material Voucher Class for Manufacturing & Implementation Stock Transfer & Journal Computation of Manufacturing Cost Job Costing Practical Examples
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Module 21 – Re-Order Level & Closing Stock Valuation

Re-Order Level & Closing Stock Valuation	Understanding & Implementation of Re-Order Level Importance of Re-Order Level Re-Order Level Reporting Understanding Closing Stock Valuation Calculation of Closing Stock as per FIFO, LIFO & Avg. Cost
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Module 22 – Batch Wise Details

Batch Wise Details	Understanding Inventory Batches Implementation of Batch Details Practical Examples
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Module 23 – Printing Configuration

Printing Configuration	Sales Invoice Letter of Confirmation Printing Payment and Receipt Vouchers Printing Various Other Reports Printing Configuration in Tally Printing Financial Reports
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Module 24 – TDS (Tax Deducted at Source)

TDS – Tax Deducted at Source	Introduction to TDS Feature & Configuration of TDS Creating TDS Masters TDS Rates & Threshold Limit Implementation of TDS Transactions Understanding Challan 281 Payment of TDS via Challan 281 (Online & Offline Mode) TDS Returns (Salary & Non-Salary) Live Session on TDS Return Form 16 & Form 16A (TDS Certificate) TDS Report & Extraction of Report
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Module 25 – GST (Goods & Services Tax)

GST – Goods & Services Tax	Introduction to GST Feature & Configuration of GST Creating GST Masters Understanding Place of Supply IGST, SGST & CGST Classification Implementation of GST Transactions Understanding of Composition Scheme Reverse Charge Mechanism under GST Unregistered Dealer Supply Import & Export of Goods Nil Rated, Exempt, SEZ & Deemed Export Adjustment of Tax Credit Generating E-Way Bill GST Payments Types of Return (Registered & Composition Dealer) Filing of GST Returns GST Report & Extraction of Report
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Module 26 – TCS (Tax Collection at Source)

TCS – Tax Collection at Source	Introduction to TCS Feature & Configuration of TCS Creating TCS Masters TCS Rates & Threshold Limit Implementation of TCS Transactions TCS Payment & Returns TCS Report & Extraction of Report
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Module 27 – Payroll

Payroll	Introduction to Payroll Creating Payroll Masters Generation of Employee Database Salary Structure - Attendance & Leave Calculation Accounting for PF, ESI and other Compliances Accounting for Income Tax Processing Payroll Payroll Reports
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Module 28 – Data Sharing

Data Sharing	Backup and Restore Split Company Data Import & Export of Data E-Mailing Synchronization of Tally Data
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Module 29 – Data Security

Data Security	Security Control Setup User Security Control Password Policy
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Module 30 – Miscellaneous

Miscellaneous	Inserting Vouchers Duplicating Entries Split Company Data Merge Tally Companies
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Module 31 – Finalization & Reporting

Finalization & Reporting	Finalization Process Depreciation Entries Balance Sheet as per Schedule VI Profit & Loss Account as per Schedule VI Trial Balance Stock Summary Ratio Analysis
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