

Tally ERP Syllabus

Module 01: 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

Module 02: Masters – Ledgers/Groups

- Understanding Ledgers/Groups
- Creating Ledgers/Groups
- Creating Multiple Ledgers
- Altering and Deleting Ledgers/Groups

Module 3: Masters - Billwise Debtors and Creditors Ledgers

Module 4: Payment Voucher

- Understanding Default Vouchers
- Payment in Single Entry Mode
- Payment in Double Entry Mode

Module 5: Day Book

- Understanding Day Book Reports
- Altering and Deleting Transactions

Module 6: Pre-Allocation of Bills

Module 7: Receipt, Ledgers/Groups Voucher

Module 8: Cheque Printing

Module 9: Masters : Inventory

- Understanding Inventory
- Integrating Accounts and Inventory

Website: www.dw-learnwell.com

Contact: +91 8411002339/+91 7709292162

Email: info@dw-learnwell.com

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- Practical on Stock Group
- Practical on Godown and Locations
- Practical on Stock Category
- Practical on Units of Measure
- Practical on Stock Items
- Manual Stock Valuation without Inventory

Module 10: GST – Purchase Voucher, Sales Voucher

- Understanding GST
- Practical - GST

Module 11: GST Reports and Payments

Module 12: Billing Features

- Zero Valued Entries
- Different Billing and Actual Quantity
- Additional Cost of Purchase
- Discount Column on Invoices

Module 13: Purchase Order Processing

- Receipt Note (Inventory) with Examples
- Rejection-Out Voucher with Examples

Module 14: Sales Order Processing Sales Order Process

Module 15: Debit and Credit Notes

Module 16: Bank Reconciliation

Module 17: Price List

Module 18: Credit Limit

Module 19: Stock Transfers

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Module 20: Manufacturing Vouchers

- Bills of Materials
- Practical Examples
- Job Costing and Examples

Module 21: Batch Wise Details

Module 22: Re-Order Level

Module 23: Interest Calculations (Auto Mode)

- Activating Interest Calculations

Module 24: Voucher Types and Class

Module 25: Point of Sales (POS)

Module 26: Scenarios and Optional Vouchers

- Scenario Management
- Practical Examples of Optional Vouchers
- Scenario Reporting

Module 27: Budgets and Controls

- Budget Masters and Configurations
- Budget Reporting and Analysis

Module 28: Cost Centres and Cost Categories

Module 29: Party Ledger Analysis

- Customer and Supplier Balance Checking
- Customer and Supplier Bill Wise Checking
- Overdue Payables and Receivables
- Outstanding Reports and Printing
- Confirmation of Accounts
- Negative Ledgers Report

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Module 30: Purchase and Sales Reporting

- Analysing Purchase and Sales Register
- Analysing Debit and Credit Note
- Overdue Payables and Receivables
- Outstanding Reports and Printing

Module 31: Stock Analysis and Reports

- Stock Registers
- Stock Valuation
- Stock Transfer Report
- Negative Stock Report
- Record Physical Stock and Shortage
- Stock Entry without Perpetual Inventory

Module 32: Cash and Bank Reports

Module 33: Search, Filter and Sorting

Module 34: Financial Reports

- Trial Balance
- Profit and Loss Account
- Balance Sheet
- Working Capital
- Cash Flow and Fund Flow Statements

Module 35: Multi Language

Module 36: Central Sales Tax (CST)

Module 37: Service Tax

- Understanding Service Tax
- Creating Service Tax Masters
- Examples on Service Income and Expense

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- Service Tax (Input) Adjustments
- Tax Reports

Module 38: Tax Deducted at Source (TDS)

- Understanding TDS
- Creating TDS Masters
- Tax Reports and Tax Forms

Module 39: Tax Collected at Source (TCS)

- Understanding TCS
- Creating TCS Masters
- Tax Reports and Tax Forms

Module 40: Central Excise

- Creating Excise Accounting Masters
- Creating Excise Inventory Masters
- Excise Purchase
- Excise Sales
- CENVAT Credit Adjustments
- Excise Duty Payment
- Excise Reports and Forms

Module 41: Payroll Accounting

- Pay Heads and Categories
- Employee Details and Salary Details
- Attendance Entries
- Salary Payment Examples
- Paysheet and Pay Slips

Module 42: Finalization Entries

- Finalization Process
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- Depreciation Entries
- Creating General Reserves
- Provision for Taxation
- Bad Debt Reserves
- Partnership Firm - Transferring Profits
- Outstanding Expenses and Accrued Income
- Changing Financial Year

Module 43: Data Security

Module 44: Tally Audit

Module 45: Tally Synchronization

Module 46: Multi-Currency

- Configuring Multiple Currencies
- Entries for Foreign Transactions
- Forex Gain and Loss

Module 47: Printing Reports

- Sales Invoice
- Printing Payment and Receipt Vouchers
- Printing Various Other Reports

Module 48: Miscellaneous

- Inserting Vouchers
- Duplicating Entries
- Split Company Data
- Merge Tally Companies