



## **Self Learning on Tally.ERP 9**

**COURSE DURATION:** 1 Month

**COURSE FEES:** 3600 (Inclusive All)

**OBJECTIVE:** SELF LEARNING on Tally.ERP 9 is a self-paced self-study mode to learn Tally, with an advantage of learning from " **wherever you are , at a minimum cost** " from an authorized center. The course is designed to get you started on Tally.ERP 9 skills right up-to making you proficient in it. It will also increase your prospects to get the right Accounting/Tally Job.

**The 4 Volumes are categorized as under:**

**Volume 1:** Basic accounting and introduction to Accounts and Inventory

**Volume 2:** Advanced Accounting and inventory

**Volume 3:** Expert in Taxation

**Volume 4:** Payroll Accounting and Compliance



### **Self Learning Module Includes**

- Course Material on Tally.ERP 9(Designed by Tally Solutions (P) Ltd)
- Tally Student Subscription (100% Jobs)
- Official Tally.ERP 9 Single User License for 1 month
- Self Assessment
- Certification
- Tally Reference Manual
- Tally Blogs
- Unlimited Jobs
- Tally Forums

### **Benefits of Self Learning Mode**

- Certification
- Know the product maximum extent
- Managing time (Learning as per your covenant)
- Learning on official Tally.ERP 9 latest software
- Placement
- Access to Tally learning resources



# Academy

## TABLE OF CONTENTS:

<u>Lesson</u>	<u>TOPICS</u>
<b>VI - L1</b>	<b>Basics of Accounting</b> <ul style="list-style-type: none"><li>- Introduction</li><li>- Types of Accounts</li><li>- Golden Rules of Accounting</li><li>- Accounting Principles, Concepts and Convention</li><li>- Double Entry System of Book Keeping</li><li>- Mode of Accounting</li><li>- Financial Statements</li><li>- Recording Transactions of Sample Data</li></ul>
<b>VI - L2</b>	<b>Fundamentals of Tally.ERP 9</b> <ul style="list-style-type: none"><li>- Introduction</li><li>- Getting Functional with Tally.ERP 9</li><li>- Creation / Setting up of Company in Tally.ERP 9</li></ul>
<b>VI - L3</b>	<b>Creating Accounting Masters in Tally.ERP 9</b> <ul style="list-style-type: none"><li>- F11 Features</li><li>- F12 Configuration</li><li>- Setting Up Accounts Heads</li></ul>
<b>VI - L4</b>	<b>Creating Inventory Masters in Tally.ERP 9</b> <ul style="list-style-type: none"><li>- Stock Group</li><li>- Stock Categories</li><li>- Godowns / Locations</li><li>- Units of Measure</li><li>- Stock Items</li><li>- Creating Inventory Masters for National Traders</li></ul>
<b>VI - L5</b>	<b>Voucher Entry in Tally.ERP 9</b> <ul style="list-style-type: none"><li>- Accounting Vouchers</li><li>- Inventory Vouchers</li><li>- Invoicing</li></ul>



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<b>V2 - LI</b>	<b>Advanced Accounting in Tally.ERP 9</b> <ul style="list-style-type: none"><li>- Bill-wise Details</li><li>- Cost Centres and Cost Categories</li><li>- Voucher Class and Cost Centre Class</li><li>- Multiple Currencies</li><li>- Bank Reconciliation</li><li>- Interest Calculation</li><li>- Budgets &amp; Controls</li><li>- Scenario Management</li></ul>
<b>V2 - L2</b>	<b>Advanced Inventory in Tally.ERP 9</b> <ul style="list-style-type: none"><li>- Order Processing</li><li>- Reorder Levels</li><li>- Tracking Numbers</li><li>- Batch-wise Details</li><li>- Additional Cost Details</li><li>- Bill of Material (BOM)</li><li>- Price Levels and Price Lists</li><li>- Stock Valuation</li><li>- Zero Valued Entries</li><li>- Inventory Ageing Analysis</li><li>- Different Actual and Bill Quantities</li></ul>
<b>V2 - L3</b>	<b>Value Added Tax (VAT)</b> <ul style="list-style-type: none"><li>- Configuring VAT in Tally.ERP 9</li><li>- Creating Masters</li><li>- Entering Transactions</li><li>- Vat Reports</li><li>- Accounting for Return of Goods</li><li>- Rate Difference in Purchase / Sales</li><li>- Accounting for Interest Transactions</li><li>- Exempt Transaction under VAT</li><li>- Purchase from Unregistered Dealers</li><li>- Claiming ITC on Capital Goods</li><li>- Inter Sate Branch transfers</li><li>- VAT Reports</li><li>- VAT for Composite Dealers</li></ul>
<b>V2 - L4</b>	<b>Central Sales Tax (CST)</b> <ul style="list-style-type: none"><li>- Basic of Central Sales Tax (CST)</li><li>- Enabling CST in Tally.ERP 9</li><li>- Recording Interstate Transactions in Tally.ERP 9</li><li>- Payment of CST</li><li>- CST Reports</li></ul>



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<b>V2 - L5</b>	<b>Point of Sale (POS)</b> <ul style="list-style-type: none"><li>- Features of Point of Sale (POS) in Tally.ERP 9</li><li>- Configuring Point of Sale in Tally.ERP 9</li><li>- Entering POS Transactions</li><li>- POS Reports</li></ul>
<b>V2 – L6</b>	<b>Job Costing</b> <ul style="list-style-type: none"><li>- Configuring Job Costing in Tally.ERP 9</li><li>- Creating Masters for Job Costing</li><li>- Recording Transactions</li><li>- Job Costing Reports</li></ul>
<b>V2 – L7</b>	<b>Multilingual Capabilities</b> <ul style="list-style-type: none"><li>- Configuring Tally.ERP 9 for Multilingual Capabilities</li><li>- Creating Masters</li><li>- Entering Transactions in Multiple Languages</li><li>- Transliteration</li><li>- Generating Reports</li></ul>
<b>V2 – L8</b>	<b>Technological Advantages of Tally.ERP 9</b> <ul style="list-style-type: none"><li>- Tally Vault</li><li>- Security Control</li><li>- Tally Audit</li><li>- Backup and Restore</li><li>- Split Company Data</li><li>- Export and Import of Data</li><li>- ODBC Connectivity</li><li>- Web Enabled, Print Preview and Online Help</li><li>- Printing Reports and Cheques</li></ul>
<b>V2 – L9</b>	<b>Tally.NET and Remote Capabilities</b> <ul style="list-style-type: none"><li>- Overview of Tally.NET</li><li>- Configure Tally.NET Features</li><li>- Connect Company on Tally.NET Features</li><li>- Create Remote Users</li><li>- Authorise Remote Users</li><li>- Remote Access</li></ul>
<b>V2 – L10</b>	<b>Application Management and Controls</b> <ul style="list-style-type: none"><li>- Concept of Control Centre</li><li>- Installing &amp; Activating Tally.ERP 9</li><li>- Logging to Control Centre</li><li>- Managing Accounts using Control Centre</li></ul>



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V2 – L11	<b>Online Help and Support</b> <ul style="list-style-type: none"><li>- Features of Support Centre</li><li>- Accessing the Support Centre</li><li>- Using Support Centre</li></ul>
V3 – L1	<b>Service Tax</b> <ul style="list-style-type: none"><li>- Basic of Service Tax</li><li>- Configuring Tally.ERP 9 for Service Tax</li><li>- Creating Masters</li><li>- Entering Transactions</li><li>- Accounting for Advance Receipts</li><li>- Accounting for Opening Service Tax Credit</li><li>- Payment of Service Tax</li><li>- Service Tax Repots</li></ul>
V3 - L2	<b>Tax Deducted at Source</b> <ul style="list-style-type: none"><li>- Basic of TDS</li><li>- Configuring TDS in Tally.ERP 9</li><li>- Creation of Masters</li><li>- Processing Transaction</li><li>- TDS Reports</li></ul>
V3 - L3	<b>Tax Collected at Sources</b> <ul style="list-style-type: none"><li>- Basic Concept of TCS</li><li>- Configuring Tally.ERP 9 for TCS</li><li>- Creation of Masters</li><li>- Entering Transaction</li><li>- TCS Reports</li></ul>
V3 - L4	<b>Excise for Dealers</b> <ul style="list-style-type: none"><li>- Basic Concepts</li><li>- Enabling Dealer Excise in Tally.ERP 9</li><li>- Creating Masters</li><li>- Entering Transactions</li><li>- Excise Repots</li><li>- Sales and Purchase Extract</li></ul>
V3 - L5	<b>Excise For Manufactures</b> <ul style="list-style-type: none"><li>- Basic Concepts of Excise Duty</li><li>- Configuring Excise in Tally.ERP 9</li><li>- Creation of Masters</li><li>- Processing Transactions</li><li>- Excise Reports</li></ul>



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<b>V4 – LI</b>	<b>Payroll Accounting and Compliance</b> <ul style="list-style-type: none"><li>- Configuring Payroll in Tally.ERP 9</li><li>- Creating Payroll Masters</li><li>- Processing Payroll in Tally.ERP 9</li><li>- Accounting for Employer PF Contributions</li><li>- Accounting for Employer ESI Contributions</li><li>- Payment of Professional Tax</li><li>- Generating Payroll Reports</li></ul>