

Tally ERP 9 Syllabus

Module 01: User Interface & Company Management

1.1 Basic of Accounting

- ❖ Accounting Pillars (Base)
- ❖ Concepts of Accounting
- ❖ God of Accounting
- ❖ Double Entry System
- ❖ Financial Statements
- ❖ Transaction
- ❖ Recognition
- ❖ Recording

1.2 Fundamental of Tally ERP9

- ❖ Getting Functional with Tally Software
- ❖ Creating /Alternation / Deleting Company
- ❖ Gateway of Tally & User Interface

Module 02. Masters

2. Accounting Master/Inventory Master

2.1 Accounting ledger

- ❖ Understanding Ledger
- ❖ Creating Ledger
- ❖ Altering & Deleting Ledger
- ❖ Practical Examples

2.2 Accounting Groups

- ❖ Understanding Groups
- ❖ Creating Groups
- ❖ Altering & Deleting Groups
- ❖ Practical Examples

2.3 Inventory Master

- ❖ Understanding Inventory
- ❖ Creating Stock Group

- ❖ Creating Stock Items
- ❖ Understanding of unit of measurement
- ❖ Creating Godown & Locations
- ❖ Creating Price list

Module 03. Voucher

3.1 Accounting Voucher

- ❖ **Contra Voucher**
 - Understanding of Contra Voucher
 - Practical Examples on Contra Voucher
- ❖ **Payment Voucher**
 - Understanding of Payment Voucher
 - Practical Examples on Payment Voucher
- ❖ **Receipt Voucher**
 - Understanding of Receipt Voucher
 - Practical Examples on Receipt Voucher
- ❖ **Journal Voucher**
 - Understanding of Journal Voucher
 - Practical Examples on Journal Voucher
- ❖ **Sales Voucher**
 - Understanding of Sales Voucher
 - Practical Examples on Sales Voucher
- ❖ **Purchase Voucher**
 - Understanding of Purchase Voucher
 - Practical Examples on Purchase Voucher

3.2 Inventory Voucher

- ❖ **Stock Journal**
 - Understanding of Stock Journal
- ❖ **Physical Stock**
 - Understanding of Physical Stock

3.3 Order Voucher

- ❖ **Purchase order**
 - Understanding of Purchase order processing
 - Practical examples on Purchase order
 - Receipt Note With Example

❖ Sales Order

- Understanding of Sales order processing
- Practical examples on Sales order
- Delivery Note With Example

Module 04. Day Book

4.1 Day Book

- ❖ Understanding of Day book Reports
- ❖ Altering & Deleting Transactions

Module 05. Debit & Credit Notes

5.1 Debit Note

- ❖ Understanding of Debit Notes
- ❖ Practical Examples on Debit notes

5.2 Credit Notes

- ❖ Understanding of Credit Notes
- ❖ Practical Examples on Credit notes

Module 06. Bank Reconciliation

6.1 Bank Reconciliation

- ❖ Understanding of BRS Process
- ❖ Practical Examples

Module 07. CC (Cash Credit Limit)/ OD (Overdraft Limits) limit

7.1 CC /OD Limits

- ❖ Understanding of CC/OD limits
- ❖ Practical examples on CC/OD limits

Module 08. Point of Sales

8.1 POS

- ❖ Understanding of POS
- ❖ Practical Examples on POS

Module 09. Discount Feature

9.1 Trade discount Receiving

- ❖ Understanding of Trade discount Receiving
- ❖ Practical Examples on Trade discount receiving

9.2 Trade discount given

- ❖ Understanding of Trade discount Given
- ❖ Practical Examples on Trade discount Given

Module 10. Party Ledger Analysis

10.1 Sundry Debtors

- ❖ Sundry Debtors balance Checking
- ❖ Bill Wise Balance Checking
- ❖ Outstanding Report Checking

10.2 Sundry Creditors

- ❖ Sundry Creditors balance Checking
- ❖ Bill Wise Balance Checking
- ❖ Outstanding Report Checking

Module 11. Purchase & Sales Reporting

11.1 Purchase Reporting

- ❖ Analyzing Purchase register
- ❖ Analyzing Debit Notes
- ❖ Overdue Payables
- ❖ Printing Reports

11.2 Sales Reporting

- ❖ Analyzing Sales register
- ❖ Analyzing Credit Notes
- ❖ Overdue receivable
- ❖ Printing Reports

Module 12. Stock Report

12.1 Stock Report

- ❖ Understanding of Stock report

Module 13. Bank and Cash Book

13.1 Bank & Cash Book

- ❖ Understanding of Bank & Cash book

Module 14. Financial Report

14.1 Financial report

- ❖ Understanding of Trial balance
- ❖ Understanding of Profit & Loss Account
- ❖ Understanding of Balance Sheet
- ❖ Understanding of Working Capital

Module 15. Tax Deducted at Source (TDS)

15.1 TDS

- ❖ Understanding TDS
- ❖ Creating TDS Master
- ❖ Practical Examples
- ❖ TDS Payments
- ❖ Tax Report & Tax Forms

Module 16. GST (Goods & Service Tax)

16.1 GST

- ❖ Basic of Understanding
- ❖ Understanding the GST Registration Type
- ❖ Understanding the GST Rate
- ❖ Understanding the GST Tax Type (CGST,SGST & IGST)
- ❖ Enabling GST in Tally
- ❖ Steps to implement GST in Tally
- ❖ Purchase Invoice in GST
- ❖ Sales Invoice in GST
- ❖ Purchase Service Invoice in GST

- ❖ Sale Service Invoice in GST
- ❖ Understanding the Adjustment Journal Entry
- ❖ Payment in GST
- ❖ Understanding the Return in GST
- ❖ E-Way bill in GST
- ❖ How to Generate E-Way bill on Portal
- ❖ Generate E-Way bill in Tally

Module 17. Export, Import, Backup and Restore Data

17.1 Export /Import /Backup/Restore

- ❖ Export/Import Data
- ❖ Understanding the Export /Import Formats
- ❖ Practical Examples
- ❖ Data Backup & Restore

Module 18. Data Security

18.1 Data Security

- ❖ Security Control Setup
- ❖ User Security Control

Module 19. Tally Audit

19.1 Tally Audit

- ❖ Understanding Tally Audit
- ❖ Auditing Ledgers & Vouchers

Module 20. Miscellaneous

20.1 Miscellaneous

- ❖ Split Company Data
- ❖ Merge Company Data